

Avila

C o l l e g e

**SUMMER & FALL 1999 COURSE SCHEDULE
& STEP BY STEP REGISTRATION GUIDE**

Find Your Pathway to Success



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COLLEGE INFORMATION

Emergency College Closings

Avila College provides local radio and TV stations with up-to-date information about emergency college closings. They are your best source of information during inclement weather.

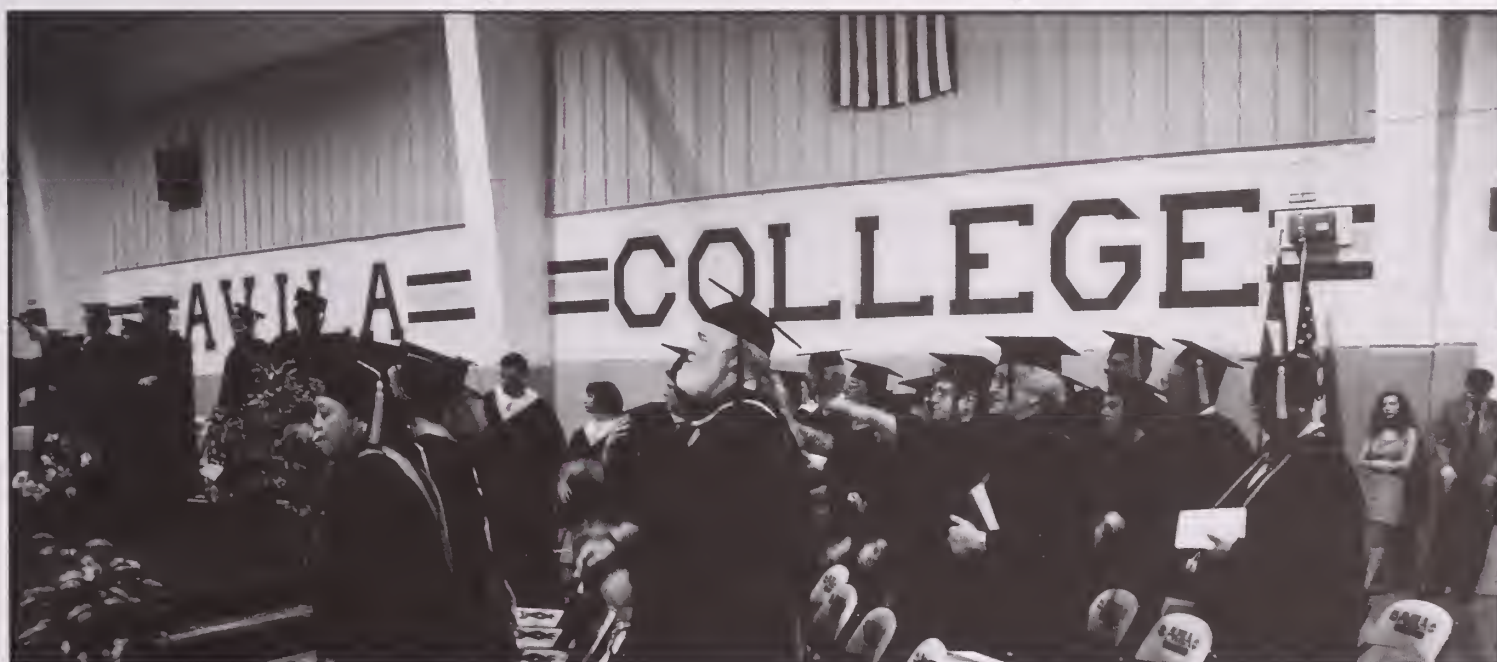
Office Closings

All Avila offices will be closed on:

April 2, 1999	Good Friday
April 9, 1999	1:30 - 3 p.m.*
May 21, 1999	Faculty/Staff Annual Mtg.
May 31, 1999	Memorial Day
July 5, 1999	Independence Day
September 6, 1999	Labor Day
November 25-26, 1999	Thanksgiving
December 22-24, 1999	Christmas

** Signs will be posted on office doors.*

If your core curriculum requires Level III courses and you plan to graduate December 1999, you must enroll in the Level IV course IS 498, offered October 26, 1999. The class meets that Tuesday from 8:30 a.m. to 5 p.m.



1999 ACADEMIC CALENDAR

Mar. 29-May 7	Academic Advising for Summer/Fall 1999 for new and currently enrolled students	Aug. 27	Residence Halls open, 1 p.m.
Mar. 31	Last day to change to audit or drop Spring semester-long Day/Evening classes	Aug. 30-Sept. 2	Day/Evening late registration, 10 a.m. - 6:15 p.m. in-person only; late fee applies
Apr. 1-4	Spring/Easter break (no classes)	Aug. 30	Day/Evening classes begin for Fall 1999
Apr. 12	Registration begins for Summer/Fall 1999, current seniors and certification students first	Sept. 3	Academic Advising ends for Fall 1999
Apr. 16	Open registration begins for Summer/Fall 1999	Sept. 3	Last day to register, add classes or change sections for Fall 1999, 10 a.m. - 5 p.m.; in-person only; late fee applies
Apr. 17	Special Saturday for Summer/Fall 1999 New Student Advising & Registration, 9 a.m. - 4 p.m.	Sept. 3	Last day to choose credit/no credit grade option. Last day to receive 100% refund
Apr. 19	Phone-In Registration begins 10 a.m. - 5 p.m.	Sept. 3	Last day to change Incomplete (I) grade from Summer 1999 sessions
Apr. 30	Graduation Application due in Registrar's Office for December 1999 candidates	Sept. 6	College Closed
May 7-17	No Academic Advising for Summer/Fall 1999	Sept. 7	Experiential Credit Statement of Intent due in Academic Dean's Office
May 10-13	Final Exam Week	Sept. 10 -11	Weekend Intensive and Saturday classes begin
May 12	Graduation Practice, 4-5 p.m.	Sept. 10	Last day to drop and receive 75% refund
May 14	End of Spring semester	Sept. 17	Last day to drop and receive 50% refund
May 14	Residence Halls close at 10 a.m.	Sept. 20	Last day to file formal request to appeal a grade received in Spring or Summer 1999
May 14-15	Commencement Weekend	Sept. 24	Last day to drop and receive 25% refund
May 17	Academic Advising resumes for Summer/Fall 1999 for new and currently enrolled students	Sept. 24	Graduation Application due in Registrar's Office for May 2000 candidates and Summer candidates who wish to participate in May 2000 Ceremony. \$10 late fee after this date
May 20-21	No Academic Advising	Oct. 15	AVILA DAY (no classes)
May 21	College Closed	Oct. 18	Experiential Credit Portfolio due in Academic Dean's Office
May 28	Academic Advising ends for Fall 1999 for currently enrolled students until Aug. 16	Oct. 25-Nov. 23	Academic Advising for Spring 2000 for new and currently enrolled students
May 31	College Closed	Oct. 26	IS 498, Senior Experience, 8:30 a.m. - 5 p.m.
June 1-July 23	Academic Advising for Summer/Fall 1999 for new students	Nov. 5	Last day to change to audit or drop semester-long Day and Evening classes
June 1	1st 4-week and 8-week Summer classes begin	Nov. 15	Registration begins for Spring 2000 classes, current seniors and certification students first
June 25	Last day to change incomplete (I) grade from Spring 1999 semester	Nov. 23	Academic Advising ends for current students until January 10, 2000
June 25	End of 1st 4-week Summer session	Nov. 24	Residence Halls close; last meal, breakfast
June 28	Beginning of 2nd 4-week Summer session	Nov. 24 -28	Thanksgiving break
July 5	College Closed	Nov. 25 - 26	College Closed
July 10	Special Saturday New Student Advising & Registration for Fall 1999, 9 a.m. - 4 p.m.	Nov. 28	Residence Halls open; first meal, dinner
July 23	End of Summer session 1999	Nov. 29-Dec. 10	Academic Advising resumes for Spring 2000 for new students
July 29	Academic Advising for new students only	Dec. 13-16	Finals Week sessions
Aug. 4, 11	Academic Advising for new students only	Dec. 17	End of Fall semester; Residence Halls close; last meal, breakfast
Aug. 16	Academic Advising resumes for Fall 1999 current students	Dec. 22-24	College Closed
Aug. 23-26	In-Person Registration, 10 a.m. - 6:15 p.m.		
Aug. 27	In-Person Registration, 10 a.m. - 5 p.m.		

FALL 1999 FINAL EXAM SCHEDULE

(December 13-16, 1999)

If your class meets:

8-8:50 a.m.	MWF
9-9:50 a.m.	MWF
10-10:50 a.m.	MWF
11-11:50 a.m.	MWF
12:30-1:20 p.m.	MWF
9-10:15 a.m.	MW
10:30-11:45 a.m.	MW
12:30-1:45 p.m.	MW
2-3:15 p.m.	MW
3-4:45 p.m.	MW

10 a.m.-12:40 p.m. F

8-9:15 a.m.	TR
9:30-10:45 a.m.	TR
11a.m.-12:15 p.m.	TR
1-2:15 p.m.	TR
2:30-3:45 p.m.	TR
4-5:15 p.m.	TR

4-5:40/6:30 p.m.	T
4-5:40 p.m.	W
7-9:30 p.m.	T
6-8:40 p.m.	M
6-8:40 p.m.	T
6-8:40 p.m.	W
6-8:40 p.m.	R

Then your final will be:

M	Dec. 13	8-9:50 a.m.
W	Dec. 15	8-9:50 a.m.
M	Dec. 13	10-11:50 a.m.
W	Dec. 15	10-11:50 a.m.
M	Dec. 13	1-2:50 p.m.
W	Dec. 15	8-9:50 a.m.
M	Dec. 13	10-11:50 a.m.
M	Dec. 13	1-2:50 p.m.
W	Dec. 15	1-2:50 p.m.
M	Dec. 13	3-4:50 p.m.

W Dec. 15 10-11:50 a.m.

T	Dec. 14	8-9:50 a.m.
T	Dec. 14	10-11:50 a.m.
R	Dec. 16	10-11:50 a.m.
T	Dec. 14	1-2:50 p.m.
R	Dec. 16	1-2:50 p.m.
R	Dec. 16	3-4:50 p.m.

T	Dec. 14	3-4:50 p.m.
W	Dec. 15	3-4:50 p.m.
T	Dec. 14	7-8:50 p.m.
M	Dec. 13	6-7:50 p.m.
T	Dec. 14	6-7:50 p.m.
W	Dec. 15	6-7:50 p.m.
R	Dec. 16	6-7:50 p.m.

PROGRAM OFFERINGS

By Department & Degrees

Business and Economics Department

Undergraduate Degree Programs

- Accounting (B.S.)
- Business Administration (B.S.B.A.)
- Finance (B.S.B.A.)
- General Management (B.S.B.A.)
- Information Science (B.S.B.A.)
- International Business (B.S.B.A.)
- Paralegal (B.S.)
- Marketing (B.S.B.A.)

Certificate Program

Paralegal

Graduate Degree Program

Master of Business Administration (M.B.A.) with a concentration in:

- Accounting
- Finance
- General Management
- Health Care Administration
- International Business
- Management Information Systems
- Marketing

Education and Psychology Department

Undergraduate Degree Programs

- Elementary Education (B.S.)

- Middle School Education (B.S.)
- Psychology (B.A.)
- Special Education (B.S.)

Programs for Teacher Education Approved by the State of Missouri:

- Art Education K - 12
- Business Education 9 - 12
- Elementary 1 - 6
- English Education 9 - 12
- Mathematics Education 9 - 12
- Middle School 5 - 9
- Social Studies (History) Education 9 - 12
- Speech/Theater Education 9 - 12
- Special Education K - 12
- Cross Categorical
- Unified Music (Vocal/Choral) K - 12
- Unified Science 9 - 12

Graduate Degree Programs

- Counseling Psychology (M.S.)
- Education (M.S.)

Humanities Department

Undergraduate Degree Programs

- Art (B.A.)
- Communication (B.A.)
- English (B.A.)
- General Studies -Humanities (B.A.)
- Music (B.A.)
- Theater (B.A.)

- Theater (B.F.A.)
- Theology (B.A.)

Natural and Allied Health Sciences/ Mathematics Department

Undergraduate Degree Programs

- Biology (B.S.)
- Chemistry (B.S.)
- Computer Science/Mathematics (B.S.)
- Mathematics (B.A.)
- Medical Technology (B.S.)
- Natural Science (B.A.)
- Premedicine (B.S.)
- Radiologic Technology (B.S.)

Nursing Department

Undergraduate Degree Program

Nursing (B.S.N.)

Social Science Department

Undergraduate Degree Programs

- General Studies - Social & Behavioral Sciences (B.A.)
- History (B.A.)
- Political Science (B.A.)
- Social Work (B.S.W.)
- Sociology (B.A.)

ACCREDITATION

Avila College is accredited by the *Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools* 30 North LaSalle St., Suite 2400 Chicago, Illinois 60602-2504 (800) 621-7440 • Fax: (312) 263-7462 Internet: info@ncacihe.org

Avila is also accredited by the Joint Review Committee on Education in Radiologic Technology, National Accrediting Agency for Clinical Laboratory Sciences, the Council on Social Work Education, the Missouri State Board of Nursing, the Missouri State Department of Elementary and Secondary Education, and the National League for Nursing. Avila College has professional approval of the Paralegal Program by the American Bar Association.

NONDISCRIMINATION POLICY

Avila College does not discriminate on the basis of sex, race, age, religion, color, disability, sexual orientation, or national origin in administration of its educational and admission policies, scholarship and loan programs, athletic and other school administered programs. Inquiries may be addressed to Director of Affirmative Action, ext. 3700.

ADVISING & REGISTRATION FOR SUMMER/FALL 1999

Advising Schedule

Academic Advising is required for all degree-seeking undergraduate, graduate and certification students before registration for each semester. Advising is by appointment.

Current and New Students

Mar. 29 - May 7 Academic Advising for Summer/Fall 1999 for new and currently enrolled students

May 17 - May 28 Academic Advising for Summer/Fall 1999 for new and currently enrolled students

Aug. 16 - Sept. 3 Academic Advising for Fall 1999 for new and currently enrolled students

New Students Only

Mar. 29 - May 7 Academic Advising for Summer/Fall 1999 for new students. Additional advising by appointment only.

ATTENTION GRADUATING SENIORS

If your core curriculum requires Level III courses and you are planning to graduate December 1999, you must register for IS 498, offered October 26, 1999. If planning to graduate May or July 2000, you may take the October 26, 1999, class or the February 26, 2000, class. Each class is scheduled from 8:30 a.m.-5:00 p.m. Check with your advisor for further information.

Registration Dates

Students must register in person or by phone with the Registrar's Office. Check page 3 for Office Closings.

In-Person Registration

Current Students Only

Each student will register according to classification. Please see page 17 for details.

10 a.m. - 5 p.m.

April 12	Seniors & Certification Students only
April 13	Seniors, Juniors & Certification Students only
April 14	Seniors, Juniors, Sophomores & Certification Students only
April 15	Seniors, Juniors, Sophomores, Freshmen & Certification Students only
April 16	All Students

Current and New Students

Apr. 16 - Aug. 20	10 a.m. - 5 p.m.
May 24 - 27	10 a.m. - 6:15 p.m.
May 28	10 a.m. - 5 p.m.
Aug. 23 - 26	10 a.m. - 6:15 p.m.
Aug. 27	10 a.m. - 5 p.m.

Late Registration in-person only for Day/Evening for Summer 1999 with late fee
June 1 & 2 10 a.m. - 6:15 p.m.

Late Registration in-person only for Day/Evening for Fall 1999 with late fee
August 30 - Sept. 2 10 a.m. - 6:15 p.m.
Sept. 3 10 a.m. - 5 p.m.

Graduate Students

Graduate students may register on any dates and times of registration. Contact graduate advisor or department for details.

Telephone Registration

For degree-seeking and certification students only after completing advising.

Apr. 19 - May 20	10 a.m. - 5 p.m. for Summer 1999
Apr. 19 - Aug. 13	10 a.m. - 5 p.m. for Fall 1999

1. Make sure your advising form is on file in the Registrar's Office in Blasco Hall.
2. Have your social security number and the department, course number and section of the class(es) in which you want to register in front of you before you call to register.
3. Call the Registrar's Office at ext. 2210 or 2209.

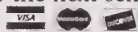
SUMMER 1999 FINANCIAL INFORMATION

Financial Aid

Requirements: Free Application for Federal Student Aid or Student Aid Report and Avila Summer Financial Aid Data Sheet. When you apply, be sure to indicate Avila's FAFSA Code #002449 in Section G of the FAFSA form. Early application is advisable. All aid applicants must be accepted for admission to the College before an award is made. All students are encouraged to apply for all types of financial assistance. Summer awards available: Federal Pell Grant, Federal Work-Study Program, Federal Stafford Loan and Federal Unsubsidized Stafford Loan.

Tuition & Fees

Tuition and fees are the same for audited and credit courses. Previous semester charges must be paid in full before registering for the next semester.

Avila accepts: 

Tuition per credit hr.	
undergraduate credit	\$185.00*
Tuition per credit hr.	
graduate credit	\$310.00*
*Technology Fee	\$2 per credit hour

Students 55 years and older (verification of age is required)

Tuition per credit hr.	
undergraduate credit	\$92.50
Tuition per credit hr.	
graduate credit	\$155.50
Technology Fee	\$2 per credit hour

Non-credit/continuing education registration (undergraduate only)

Tuition per credit hr.	
undergraduate credit	\$92.50
Students 55 years and older (verification of age is required)	
Tuition per credit hr.	
undergraduate credit	\$46.25

Application fee for graduate admission to the M.B.A. program only \$20.00

No application fee for undergraduate admissions; M.S. in Education; M.S. in Counseling Psychology; enrichment or visiting students.

Change of Program (add/drop)	\$15.00
Fee for late degree application (beginning March 1, 1999, for Summer 1999 candidates)	\$10.00
Graduation fee (no formal ceremony- due July 9, 1999, for graduates who did not participate in the May graduation ceremony)	\$35.00

Lab fees (see Summer Course schedule descriptions)

Return check fee	\$20.00
(Return check payments must be cash, money order, certified check or similar item, plus the fee.)	
Room rates per week	
Double room	\$55.00
Single room	\$70.00
Transcripts (see page 20)	\$2.00
Transcript re-evaluation fee 1st time	\$5.00
Subsequent transcript re-evaluation fee	\$10.00



Music Fees & Private Lessons

Private lessons, which may be taken for credit or not, are available in voice and piano. Before registering, please check with Humanities Dept., ext. 2289, for course number and lesson time.

Per 30-minute lesson	\$13.00
Per 45-minute lesson	\$19.00
Per 60-minute lesson	\$25.00

Minimum of six lessons; entire session payable in advance; fee includes tuition for one hour college credit; eight 60-minute lessons (or equivalent) required for one hour college credit.

Payments Plans

Avila College accepts   cash, personal checks and money orders. For students registering prior to or on May 20, 1999, full tuition payment must be postmarked to the Business Office by May 21, 1999, except for special session and one credit weekend intensive classes for which payment is due one week before the beginning of the course.

Limited Deferred Payment Plans

There is no deferred payment plan for one-credit weekend intensive or special session courses. Tuition for these courses must be paid in full one week prior to the first day of classes. A limited deferred payment plan is available for the four-week programs, the eight-week program and three-credit weekend courses only. If the 1st payment of one-half of the course charges is in the Business Office by May 14, 1999, the 2nd half payment may be deferred until June 11, 1999. No deferred payment plan will be available after May 14, 1999. Students' credit records with Avila College will be verified.

Tuition Adjustments

Cancellation of registration (no academic records are kept) and a 100% refund will be processed if a student officially withdraws on or before the Friday before a class begins.

Students who officially withdraw by the end of the 1st week (June 4 for first 4-week and 8-week sessions; July 2 for second 4-week sessions) will receive a refund of 75% of tuition. No tuition refund will be made after those dates. Fees are not refundable. Drop forms are available in the Registrar's Office. Special restrictions apply to Weekend Intensive Courses (see page 11).

For Grading System, Incomplete (I), Grade Assigning & Processing and Grade Reports see page 19.

SUMMER 1999 HOURS

Bookstore

May 17 - 20	10 a.m. - Noon/2 - 3 p.m.
May 21	Closed
May 24 - 27	10 a.m. - 6 p.m.
May 28	10 a.m. - 4 p.m.
May 31	Closed
June 1 - 3	10 a.m. - 6 p.m.
June 4	10 a.m. - 4 p.m.
June 7 - 22	10 a.m. - Noon/2 - 3 p.m.
June 23 - 25	Closed for Inventory
June 28	10 a.m. - 6 p.m.
June 29 - 30	10 a.m. - Noon/2 - 3 p.m.
July 1 - 2	10 a.m. - Noon/2 - 3 p.m.
July 5	Closed
July 6 - 30	10 a.m. - Noon/2 - 3 p.m.

All hours subject to change depending on classes and various groups on campus. Buy back of books is available whenever the bookstore is open. Call ext. 2230.

Computers for Student Use

The Computer Lab is available in the Library during the hours that the Library is open (Lab closes 15 minutes prior to the Library). In the library computer lab, students have access to PCs with Microsoft Office, Internet, and other academically related applications as well as email. Macintosh computers are also available.

Food Service

During the summer sessions, food service is provided in the main dining room in Marion Center dependent upon the summer camp/conference schedule.

Library

The Hooley-Bundschu Library is the information resource center for the campus. It houses a collection of over 70,000 books, a current subscription list of 500 periodicals and newspapers, videotapes, CD-ROMS and the entire ERIC collection on Microfiche. As a member of the Kansas City Library Consortium, the library shares its online catalog, allowing direct patron borrowing from 25 local academic, public and school libraries. Library computers give students access to the Internet and the Local Area Network. Students are invited to visit the library's web page at www.avila.edu/resources/library.htm. Call ext. 2221.

Library Summer Hours

MTWTH	8 a.m. - 9 p.m.
F	8 a.m. - 6 p.m.
S	11 a.m. - 6 p.m.
SU	Closed

Summer Housing

Living arrangements are available. Call Student Life, ext. 2260, for information.

Student Resource Center

The following services are available during the summer: Career Services, College Skills, Counseling and Tutoring in Writing (see page 21 for descriptions).

SUMMER 1999 FINAL EXAM SCHEDULE

Final examinations are held on the last day of each session during the scheduled class time period and in the assigned classroom for that class.



Summer 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
Anthropology				
AN - 121 - 40	Human Evalution/Archaeology F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 5/21-22 and independent camponent 6/11-12 will be an Overnight Field Trip	3.00 David Wissmann	ORI 205	\$45
AN - 337 - 40	Family In Other Cultures F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5, 6/18-19, 7/9-10	3.00 David Wissmann	ORI 206	

Art				
AR - 110 - 20 Level II	Intraduction to Art M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Morci Aylward	DAL 820	

Business				
BU - 110C - 20	Understand Computers: Windows M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Bill Maran	ORI 102/106	
BU - 305 - 20 Level II	Legal Aspects of Business I M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	WHI 507	
BU - 310 - 20	Marketing T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	Y WHI 507	
BU - 321 - 20	Management M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	Y ORI 207	
BU - 322C - 20	Org Behavior & Developmt T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	Y ORI 205	

Graduate Courses for Master of Business Administration (MBA)				
AC - 690 - 50	Directed Studies: Accounting 6/1 - 7/23	3.00 Staff	ARR	
AC - 698 - 50	Accounting Research 6/1 - 7/23	3.00 Staff	ARR	
BU - 601 - 45	Business, Gavernment & Society F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 5/21-22, 6/4-5, 6/18-19	3.00 Staff	Y ORI102	
BU - 622 - 25	Org Behavior & Developmt M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	Y WHI 505	
BU - 629 - 25	Current Issues In Management T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	Y ORI 203	
BU - 690 - 50	Directed Studies: Business 6/1 - 7/23	3.00 Staff	ARR	
EC - 540 - 20	Statistical Analysis T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	Y ORI 212	
EC - 690 - 50	Directed Studies: Ecanomics 6/1 - 7/23	3.00 Staff	ARR	

Communication				
CO - 495 - 50	Internship 6/1 - 7/23	3.00 Datty Hamiltan	Y ARR	

Computer Science				
CS - 110C - 20	Understand Computers: Windows M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Bill Maran	ORI 102/106	

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
CS - 180 - 40	Intraduction Ta PC F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5	1.00 Staff	ORI 103/106	
CS - 380 - 40	Web Page Design F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 5/21-22, 6/11-12, 6/25-26	3.00 Pat Kapp	ORI 106	

Economics				
EC - 201C - 20 Level II	Principles af Ecanomics I M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	Y ORI 204	
EC - 240 - 20	Statistical Analysis T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	Y ORI 212	

Education				
ED - 205 - 10	Creative Activities M T W R F 1:00 PM - 5:00 PM 6/1-11	3.00 George Chrisman	WHI 508	
ED - 212 - 10	PE/Heolth Education M T W R F 1:00 PM - 5:00 PM 6/14-25	3.00 Gayla Steenberg	ORI 204	
ED - 225 - 10	Educational Psychalogy M T W R F 10:05 AM - 12:00 PM 6/28 - 7/23	3.00 Staff	ORI 207	
ED - 235 - 10	Psychology of Exceptional Child M T W R F 8:00 AM - 5:00 PM 5/17-21	3.00 Fred Geer	HOD 704	
ED - 245 - 10	Tests & Measurements M T W R F 8:00 AM - 12:00 PM 6/14-25	3.00 Cindy Ellis	ORI 211	
ED - 287C - 10	Educational Foundations M T W R F 8:00 AM - 9:55 AM 6/28 - 7/23	3.00 Vickie Trutzel	Y ORI 207	
ED - 320 - 10	Micracomputers in Education M T W R F 8:00 AM - 12:00 PM 5/17-28	3.00 Rebecca Raselli	ORI 102/104 /106	
ED - 417 - 10	Behavior Management: Elementary M T W R F 8:00 AM - 12:00 PM 6/1-11	3.00 Fred Geer	HOD 704	
ED - 419 - 10	Behavior Management: Secondary M T W R F 8:00 AM - 12:00 PM 6/1-11	3.00 Fred Geer	HOD 704	

Graduate Courses in Education				
ED - 517 - 10	Behavior Management: Elementary M T W R F 8:00 AM - 12:00 PM 6/1-11	3.00 Fred Geer	HOD 704	
ED - 519 - 10	Behavior Management: Secondary M T W R F 8:00 AM - 12:00 PM 6/1-11	3.00 Fred Geer	HOD 704	
ED - 520 - 10	Micracomputers in Education M T W R F 8:00 AM - 12:00 PM 5/17-28	3.00 Staff	ORI 102/104 /106	
ED - 620 - 10	Technalogy in Education M T W R F 8:00 AM - 12:00 PM 6/14-25	3.00 Rebecca Raselli	ORI 102/104 /106	
ED - 680 - 40	Cognitive Caaching F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 5/21-22	1.00 Harald Frye	ORI 102	

Summer 1999 Course List

Dept. No. Sec. Core Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
ED - 680 - 41	Brain-Based Education F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5	1.00 Horlon Rimmermon	ORI 205	
ED - 680 - 42	Grouping & Interactive Skills F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/11-12	1.00 Dennis Dey	ORI 205	
ED - 684 - 10	Effective Instruction M T W R F 8:00 AM - 5:00 PM 7/5-9	3.00 Russ Pieken	ORI 204	

English as a Second Language

EL - 041 - 10	Grammar & Writing M T W R F 9:00 AM - 10:50 AM 6/1 - 7/23	3.00 Stoff	Y ORI 203	
EL - 042 - 10	Grammar & Writing M T W R F 9:00 AM - 10:50 AM 6/1 - 7/23	3.00 Stoff	Y ORI 103	
EL - 051 - 10	Speaking, Listening & Reading M T W R F 11:00 AM - 11:50 AM M T W R F 1:00 PM - 1:50 PM 6/1 - 7/23	3.00 Stoff	Y ORI 203	
EL - 052 - 10	Speaking, Listening & Reading M T W R F 11:00 AM - 11:50 AM M T W R F 1:00 PM - 1:50 PM 6/1 - 7/23	3.00 Stoff	Y ORI 103	

English

EN - 112 - 20 Level I	Composition II T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 102	
EN*WS-275C-40 Level II	Women & Literature F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5, 6/18-19, 7/9-10	3.00 Nancy Cervetti	ORI 212	

Interdisciplinary Studies

IS*PL - 312 - 40 Level III	Bioethics F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 5/21-22, 6/11-12, 6/25-26	3.00 Ruth Stuckel Steve Daggett	Y ORI 207	
IS*WS - 323 - 40 Level III	Eurowomen: A Dramatic History F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5, 6/18-19 This course also meets on the following dates & time: T 6:00 PM - 8:40 PM 6/1, 8 & 15 only	3.00 Jeffrey Myers Charlene Gould	Y ORI 202	\$5

Legal Studies (Paralegal Program)

LG - 495 - 50	Paralegal Internship 6/1 - 7/23	1.00-6.00 Stoff	ARR	
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Mathematics

MA - 95 - 20	Basic Algebra T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Beth Henkle	ORI 207	
MA - 115 - 10 Level I	Finite Mathematics M T W R F 10:05 AM - 12:00 PM 6/1-25	3.00 Stoff	Y ORI 207	
MA - 120 - 20 Level I	College Algebra M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 202	

Music

MU - 110C - 10 Level II	Music Appreciation M T W R F 1:00 PM - 5:00 PM 5/17-28	3.00 Cynthia Hukill	BOR 403	
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Dept. No. Sec. Core Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
PH - 117 - 20 Level II	Physics Concepts w/Lab M W 6:00 PM - 8:40 PM T R 6:00 PM - 7:50 PM 6/1 - 7/23	4.00 Doug Giesler	ORI 211 ORI 105	\$50

Philosophy

PL - 255C - 10 Level II	Ethics M T W R F 10:05 AM - 12:00 PM 6/1-26	3.00 Ruth Stuckel	ORI 212	
PL*IS - 312 - 40 Level III	Bioethics F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 5/21-22, 6/11-12, 6/25-26	3.00 Ruth Stuckel Steve Daggett	Y ORI 207	

Political Science

PS - 120 - 10 Level II	American National Government M T W R F 10:05 AM - 12:00 PM 6/1-25	3.00 John Theis	ORI 204	
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Psychology

PY - 225 - 10	Educational Psychology M T W R F 10:05 AM - 12:00 PM 6/28 - 7/23	3.00 Stoff	ORI 207	
PY - 235 - 10	Psychology of Exceptional Child M T W R F 8:00 AM - 5:00 PM 5/17-21	3.00 Fred Geer	Y HOD 704	
PY - 380 - 40	Treatment of Substance Abuse F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/18-19	1.00 Cathy Bogart	Y ORI 211	

Graduate Courses in Psychology

PY - 612 - 20	Learning & Cognition T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Cathy Bogart	HOD 704	
PY - 615 - 20	Career Development M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Staff	HOD 704	
PY - 660 - 20	Theory/Meth of Group Counseling T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stephen Sirridge Staff	Y ORI 204	
PY - 680 - 40	Treatment of Substance Abuse F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/18-19	1.00 Cathy Bogart	ORI 211	
PY - 690 - 50	Directed Study 6/1 - 7/23	2.00 Cathy Bogart	ARR	
PY - 695 - 10	Internship T 4:00 PM - 5:30 PM 6/1 - 7/23	1.00-5.00 Stephen Sirridge	Y HOD 704	

Radiologic Technology

RT - 460 - 50	Clinical Education I 6/1 - 7/23	4.00 Sherry Bellofiore Amy Alexander	Y ARR	\$25
RT - 464 - 50	Clinical Education V 6/1 - 7/23	4.00 Sherry Bellofiore Amy Alexander	Y ARR	\$25

Sociology

SO - 101C - 10 Level II	Introduction To Sociology/Film M T W R F 8:00 AM - 5:00 PM 6/21-25	3.00 David Wissmann	ORI 205	\$6
SO - 337 - 40	Family in Other Cultures F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5, 6/18-19, 7/9-10	3.00 David Wissmann	ORI 206	

Summer 1999 Course List

Dept. No. Sec. Core Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
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Spanish

SP - 111 - 20	Spanish I M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	ORI 206	
SP - 112 - 20	Sponish II T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 206	

Social Work

SW - 280 - 50	Mini Agency 6/1 - 7/23	1.00 Roeno Hoynie	Y ARR	
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Theology

TH*WS - 111 - 10 Level II	Introduction to Theology M T W R F 8:00 AM - 5:00 PM 5/17-21	3.00 Mory Hynes	ORI 205	
TH - 117 - 10 Level II	World Religions M T W R F 8:00 AM - 5:00 PM 5/24-28	3.00 Mory Hynes	ORI 205	
TH - 117 - 40 Level II	World Religions F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5, 6/11-12, 6/25-26	3.00 Mory Hynes	ORI 211	

Women's Studies

WS*TH - 111 - 10 Level II	Introduction to Theology M T W R F 8:00 AM - 5:00 PM 5/17-21	3.00 Mory Hynes	ORI 205	
WS*EN-275C - 40 Level II	Women & Literature F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5, 6/18-19, 7/9-10	3.00 Noncy Cervetti	ORI 212	
WS*IS - 323 - 40 Level III	Eurowomen: A Dromatic History F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 6/4-5, 6/18-19 This course also meets on the following dates & time: T 6:00 PM - 8:40 PM 6/1, 8 & 15 only	3.00 Jeffrey Myers Charlene Gould	Y \$5 ORI 202	

Evening Courses

Art

AR - 110 - 20 Level II	Introduction to Art M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Morci Aylword	DAL 820	
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Business

BU - 110C - 20	Understood Computers: Windows M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Bill Moron	ORI 102/106	
BU - 305 - 20 Level II	Legol Aspects of Business I M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	WHI 507	
BU - 310 - 20	Marketing T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y WHI 507	
BU - 321 - 20	Monogement M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 207	
BU - 322C - 20	Org Behavior & Developmt T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 205	

Dept. No. Sec. Core Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
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Graduate Courses for Master of Business Administration (MBA)

BU - 622 - 25	Org Behavior & Developmt M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y WHI 505	
BU - 629 - 25	Current Issues In Monogement T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 203	
EC - 540 - 20	Statistical Analysis T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 212	

Computer Science

CS - 110C - 20	Understood Computers: Windows M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Bill Moron	ORI 102/106	
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Economics

EC - 201C - 20 Level II	Principles of Economics I M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 204	
EC - 240 - 20	Statistical Analysis T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 212	

English

EN - 112 - 20 Level I	Composition II T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 102	
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Mathematics

MA - 95 - 20	Basic Algebro T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Beth Henkle	ORI 207	
MA - 120 - 20 Level I	College Algebro M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 202	

Physics

PH - 117 - 20 Level II	Physics Concepts w/Lob M W 6:00 PM - 8:40 PM T R 6:00 PM - 7:50 PM 6/1 - 7/23	4.00 Doug Giesler	\$50 ORI 211 ORI 105	
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Graduate Courses in Psychology

PY - 612 - 20	Learning & Cognition T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Cothy Bogort	HOD 704	
PY - 615 - 20	Career Development M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 - Stoff	HOD 704	
PY - 660 - 20	Theory/Meth of Group Counseling T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stephen Sirridge Stoff	Y ORI 204	

Spanish

SP - 111 - 20	Sponish I M W 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	ORI 206	
SP - 112 - 20	Sponish II T R 6:00 PM - 8:40 PM 6/1 - 7/23	3.00 Stoff	Y ORI 206	

SUMMER 1999 WEEKEND INTENSIVE INFORMATION

Saturday Course Policies

1. The closing dates for registration and withdrawal are found in the class listings. There is no late charge for adding a Saturday class.
2. If you withdraw from 6-week classes, you are eligible for refunds under the following schedule:
 - a. complete refund if the withdrawal takes place before the start of course.
 - b. 50% refund if withdrawal takes place after the 1st meeting of class.
 - c. no refund if withdrawal takes place after the 2nd meeting of class.
3. Deferred payments plans are available if you take alternating 6-week courses.
4. Students may withdraw from a 6-week course with a grade of "W" up to and including the 4th meeting of the class.

Saturday/Evening Services

Students attending evening, weekend intensive and Saturday classes have a number of services available:

1. processing registration.
2. paying bills if students already know their balances (no cash).
3. obtaining various forms needed for academic purposes.

When classes are in session, the secretary is available on the 2nd floor of O'Reilly Hall.

M - R	5 p.m. - 8:45 p.m.
F	5:30 p.m. - 10 p.m.
S	8 a.m. - 5 p.m.

Weekend Intensive Course Policies

1. The closing date for registration in a weekend intensive course is one week prior to the beginning of the course. Exceptions to this policy are at the discretion of the academic department. There is no late charge for adding a weekend intensive class.
2. You may withdraw from weekend intensive courses that meet one weekend any time prior to the beginning of the course.

3. You may withdraw from weekend intensive courses that meet on two or more weekends anytime prior to the second weekend of the course.
4. If you are a part-time student and you withdraw from a weekend intensive course before the beginning of the course, you will receive full tuition reimbursement.
5. If you withdraw after the first weekend (for weekend classes of two or three credit hours) but before the second weekend of the course, you will receive 50% reimbursement for the course tuition.
6. If you are a full-time student and you withdraw from a weekend intensive course before it begins, you will receive tuition reimbursement as stated in the catalog.
7. The Credit/No Credit grade option is available to students for weekend intensive courses. For a one-credit course, this grading option must be contracted prior to the beginning of the course. If more than a one-credit course, this grading option must be contracted prior to the 2nd course meeting.

8. You are required to attend all sessions of a weekend intensive course. If you miss any part of the class, your final course grade may be reduced,

possibly even to an "F." If you cannot attend all sessions, you should not enroll in a weekend intensive course or should withdraw from the class.

Weekend Intensive Courses

1. Required reading prior to beginning of class.
2. Ordinarily students are tested on materials during first class.
3. Reading assignments are available in the library.
4. Reading assignments are available at least 10 days before first class day.



Summer 1999 Evening & Weekend Intensive Course List

Dept. No. Sec.	Title	Credits	Pre-Req	Fee
Core Levels	Dates Time	Instructor	Location	

May 21-22, 1999

AN-121-40	Human Evolution/Archaeology	3.00		\$45
	F 6:00 PM-10:00 PM	David Wissmann	ORI 205	
	S 8:30 AM-5:00 PM			
	(1st of 3 sessions, next sessions: 6/11-12-overnight field trip, & independent component)			

An introduction to physical anthropology and archaeology. This course will include an examination of human prehistory, primates and primate behavior, the evolution of the human species and early human cultures. The theoretical basis and methods used in physical anthropology and archaeology will also be covered throughout the course. Includes a field experience.

BU-601-45	Business, Government & Society	3.00		
	F 6:00 PM-10:00 PM	Staff	ORI 102	
	S 8:30 AM-5:00 PM			
	(1st of 3 sessions, next sessions: 6/4-5, 6/18-19)			

A review of the basic means-ends relationships that exist among society's goals and the various units comprising the economic and political systems, with special emphasis given to ethical behavior.

CS-380-40	Web Page Design	3.00		
	F 6:00 PM-10:00 PM	Pat Kopp	ORI 106	
	S 8:30 AM-5:00 PM			
	(1st of 3 sessions, next sessions: 6/11-12, 6/25-26)			

This course will cover designing a web page. You will learn how to create a web page using HTML as well as making the page both eye-catching and functional. Information will also be provided on implementation of the page on the World Wide Web.

ED-680-40	Cognitive Coaching	1.00		
	F 6:00 PM-10:00 PM	Harold Frye	ORI 102	
	S 8:30 AM-5:00 PM			

Course participants will learn the basics of cognitive processes, maps and tools for coaching, styles and preferences of thinking, and will practice coaching and giving feedback. The course is targeted toward those who work together in adult learning situations and in K-16 instructional settings.

IS*PL-312-40	Bioethics	3.00		
Level III	F 6:00 PM-10:00 PM	Ruth Stuckel	ORI 207	
	S 8:30 AM-5:00 PM	Steve Daggett		
	(1st of 3 sessions, next sessions: 6/11-12, 6/25-26)			

Interdisciplinary course that examines complex moral issues involving biology and medicine; course investigates controversial bioethical issues through several perspectives so that students will be able to (1) evaluate moral positions and (2) articulate their own value system for ethical decision-making and behavior.

PL*IS-312-40	Bioethics	3.00		
Level III	F 6:00 PM-10:00 PM	Ruth Stuckel	ORI 207	
	S 8:30 AM-5:00 PM	Steve Daggett		
	(1st of 3 sessions, next sessions: 6/11-12, 6/25-26)			

See description above.

June 4-5, 1999

AN-337-40	Family In Other Cultures	3.00		
	F 6:00 PM-10:00 PM	David Wissmann	ORI 206	
	S 8:30 AM-5:00 PM			
	(1st of 3 sessions, next sessions: 6/18-19, 7/9-10)			

This course is a comparative, cross-cultural study of the family in selected societies. Through a discussion of different family systems, a comparison will be made with the American system.

BU-601-45	Business, Government & Society			
	F 6:00 PM-10:00 PM	Staff	ORI 102	
	S 8:30 AM-5:00 PM			
	(2nd of 3 sessions, next session: 6/18-19, see 5/21-22 for details)			

CS-180-40	Introduction to Personal Computer	1.00		
	F 6:00 PM-10:00 PM	Staff	ORI 103	
	S 8:30 AM-5:00 PM			

This course will cover computer terminology, computer components, MS-DOS, Windows, and basic software applications. Specific topics covered will include: parts of a computer and how they work, DOS commands, working with floppy disks, working with hard disks, getting around in Windows, and running application software packages.

Dept. No. Sec.	Title	Credits	Pre-Req	Fee
Core Levels	Dates Time	Instructor	Location	

ED-680-41	Brain-Based Education	1.00		
	F 6:00 PM-10:00 PM	Harlan Rimmerman	ORI 205	
	S 8:30 AM-5:00 PM			

Learn how to create a brain based classroom. Find out why the 90s have been called the Decade of the Brain. A brain-based classroom will help improve learning in the classroom. This class will provide you with the information needed to understand this exciting concept.

EN*WS-275C-40	Women and Literature	3.00		
Level II	F 6:00 PM-10:00 PM	Nancy Cervetti	ORI 212	
	S 8:30 AM-5:00 PM			
	(1st of 3 sessions, next sessions: 6/18-19, 7/9-10)			

Investigation of women as authors, as characters in literature, and as social and political subjects. Authors include Charlotte Bronte, Kate Chopin, Charlotte Perkins Gilman, Buchi Emecheta, Maxine Hong Kingston, and Toni Morrison.

IS*WS-323-40	Eurowomen: A Dramatic History	3.00		\$5
Level III	F 6:00 PM-10:00 PM	Jeffrey Myers	ORI 202	
	S 8:30 AM-5:00 PM	Charlene Gould		
	(1st of 2 weekend sessions, next session: 6/18-19)			
	This class also meets on the following dates and times:			
	T 6:00 PM-8:40 PM			
	(6/1, 6/8 & 6/15 only)			

Examination of the role of women in Europe since 1500 as reflected in historical and dramatic sources. Students will contemplate the use of gender as a universal category of historical and dramatic scholarship, exploring the issues of class, gender, ethnicity, confession, and race in European society.

SO-337-40	Family In Other Cultures	3.00		
	F 6:00 PM-10:00 PM	David Wissmann	ORI 206	
	S 8:30 AM-5:00 PM			
	(1st of 3 sessions, next sessions: 6/18-19, 7/9-10)			

This course is a comparative, cross-cultural study of the family in selected societies. Through a discussion of different family systems, a comparison will be made with the American system.

TH-117-40	World Religions	3.00		
Level II	F 6:00 PM-10:00 PM	Mary Hynes	ORI 211	
	S 8:30 AM-5:00 PM			
	(1st of 3 sessions, next sessions: 6/11-12, 6/25-26)			

Both a historical and critical look at human religious experience through a comparative study of Buddhism, Confucianism, Hinduism, Islamism, Judaism, and Taoism. Topics include the varieties of religious faith expression, ideas of the holy and sacred, conceptions of the divine, scripture and ritual, and religious morality.

WS*EN-275C-40	Women and Literature	3.00		
Level II	F 6:00 PM-10:00 PM	Nancy Cervetti	ORI 212	
	S 8:30 AM-5:00 PM			
	(1st of 3 sessions, next sessions: 6/18-19, 7/9-10)			

Investigation of women as authors, as characters in literature, and as social and political subjects. Authors include Charlotte Bronte, Kate Chopin, Charlotte Perkins Gilman, Buchi Emecheta, Maxine Hong Kingston, and Toni Morrison.

WS*IS-323-40	Eurowomen: A Dramatic History	3.00		\$5
Level III	F 6:00 PM-10:00 PM	Jeffrey Myers	ORI 202	
	S 8:30 AM-5:00 PM	Charlene Gould		
	(1st of 2 sessions, next session: 6/18-19)			
	This class also meets on the following dates and times:			
	T 6:00 PM-8:40 PM			
	(6/1, 6/8 & 6/15 only)			

Examination of the role of women in Europe since 1500 as reflected in historical and dramatic sources. Students will contemplate the use of gender as a universal category of historical and dramatic scholarship, exploring the issues of class, gender, ethnicity, confession, and race in European society.

June 11-12, 1999

AN-121-40	Human Evolution/Archaeology			
	F 6:00 PM-10:00 PM	David Wissmann	Field Trip	
	S 8:30 AM-5:00 PM			
	(2nd of 3 sessions, next session: independent component, see 5/21-22 for details)			

Summer 1999 Evening & Weekend Intensive Course List

Dept. No. Sec. Core Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
CS-380-40	Web Page Design F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 6/25-26, see 5/21-22 for details)	Pat Kopp	ORI 106	
ED-680-42	Grouping & Interactive Skills F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Dennis Dey	ORI 205	
Cooperative learning and group interactive skills are enhanced through a practical hands-on course. Intensive group activities provide students with the ability to promote more effective groups in their classrooms.				
IS*PL-312-40 Level III	Bioethics F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 6/25-26, see 5/21-22 for details)	Ruth Stuckel Steve Daggett	ORI 207	
PL*IS-312-40 Level III	Bioethics F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 6/25-26, see 5/21-22 for details)	Ruth Stuckel Steve Daggett	ORI 207	
TH-117-40 Level II	World Religions F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 6/25-26, see 6/4-5 for details)	Mary Hynes	ORI 211	

June 18-19, 1999

AN-337-40	Family In Other Cultures F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 7/9-10, see 6/4-5 for details)	David Wissmann	ORI 206	
BU-601-45	Business, Government & Society F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 5/21-22 for details)	Staff	ORI 102	
EN*WS-275C-40 Level II	Women and Literature F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 7/9-10, see 6/4-5 for details)	Nancy Cervetti	ORI 212	
IS*WS-323-40 Level III	Eurowomen: A Dramatic History F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 2 weekend sessions, see 6/4-5 for details)	Jeffrey Myers Charlene Gould	ORI 202	
PY-380-40	Treatment of Substance Abuse F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Cathy Bogart	ORI 211	

This course will cover current research on the causality and treatment of substance abuse. Diversity issues in substance abuse such as gender, race, and sexual orientation will be addressed.

PY-680-40	Treatment of Substance Abuse F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Cathy Bogart	ORI 211	
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This course will cover current research on the causality and treatment of substance abuse. Diversity issues in substance abuse such as gender, race, and sexual orientation will be addressed.

SO-337-40	Family In Other Cultures F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 7/9-10, see 6/4-5 for details)	David Wissmann	ORI 206	
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WS*EN-275C-40 Level II	Women and Literature F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 7/9-10, see 6/4-5 for details)	Nancy Cervetti	ORI 212	
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Dept. No. Sec. Core Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
WS*IS-323-40 Level III	Eurowomen: A Dramatic History F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 2 sessions, see 6/4-5 for details) This class also meets on the following dates and times: T 6:00 PM-8:40 PM (6/1, 6/8 & 6/15 only)	Jeffrey Myers Charlene Gould	ORI 202	

June 25-26, 1999

CS-380-40	Web Page Design F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 5/21-22 for details)	Pat Kopp	ORI 106	
IS*PL-312-40 Level III	Bioethics F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 5/21-22 for details)	Ruth Stuckel Steve Daggett	ORI 207	
PL*IS-312-40 Level III	Bioethics F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 5/21-22 for details)	Ruth Stuckel Steve Daggett	ORI 207	
TH-117-40 Level II	World Religions F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 6/4-5 for details)	Mary Hynes	ORI 211	

July 9-10, 1999

AN-337-40	Family In Other Cultures F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 6/4-5 for details)	David Wissmann	ORI 206	
EN*WS-275C-40 Level II	Women and Literature F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 6/4-5 for details)	Nancy Cervetti	ORI 212	
SO-337-40	Family In Other Cultures F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 6/4-5 for details)	David Wissmann	ORI 206	
WS*EN-275C-40 Level II	Women and Literature F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 6/4-5 for details)	Nancy Cervetti	ORI 212	



ADMISSION & ENROLLMENT

Admission

New and Former Avila Students

Students who are new to Avila College or former Avila students who have not been enrolled for the last two consecutive semesters must apply for admission/readmission through the Admissions Office for all programs except the MBA. There is no application fee for undergraduate admissions. Contact the Avila Admissions Office directly at ext. 3500 or call 1-800-GO-AVILA for information. Students must be admitted to Avila College before their application for financial aid can be evaluated. Apply early for admission and financial aid to expedite financial aid evaluation and award time. Once students are admitted or readmitted, they follow the same registration procedure as continuing students outlined in the next section. See the Instructions and Application for Undergraduate Admission on the last two pages of this course schedule.

International Students

International students must complete the following admission steps:

1. Submit an application for admission.
 2. Submit a notarized English translation for each transcript, if transcript is not issued in English.
 3. Submit a Supplemental Information Sheet if transferring from any U.S. college or high school.
 4. Demonstrate proficiency in the English language through previous college course work or standardized testing such as the T.O.E.F.L. or Michigan examination.
 5. Verify financial support.
 6. Provide fees for health insurance or proof of coverage.
- An I-20 student visa form will be issued only after satisfactory completion of the above and payment of a \$100 tuition deposit.

Graduate Admission

Master of Business Administration

1. Contact the MBA office at ext. 2321 for application and admission materials and details.

2. To be admitted to the MBA program, you must have a baccalaureate degree from an accredited institution.
3. You must have at least 1,000 points based on this formula: 200 X your grade point average on your last 60/90 semester/quarter hours (on a 4.0 scale), plus the GMAT score.
4. If you are a student from a country other than the United States, you should have a minimum score of 550 on the T.O.E.F.L. exam.
5. If you do not meet these requirements, you may petition for admission. Typically, if you have a 3.0 or better in your last 60 hours or overall GPA, you may begin studies without a GMAT score and submit it at a later date.
6. You must submit an official transcript(s) of all previous credits from all institutions attended.

Master of Science in Education

1. Contact the Office of Admissions at ext. 3500 for application and admission materials and details.
2. To be admitted to the Master of Science in Education program, you must have a baccalaureate degree from an accredited institution.
3. You must submit an official transcript (s) of all previous credits from all institutions attended.
4. You must have a 3.0 grade point average (on a 4.0 scale) for the last 60 hours of undergraduate work.
5. Submit a graduate application form and two letters of recommendation.
6. You must have a current teaching certificate in one or more areas.

Master of Science in Counseling Psychology

1. Contact the Office of Admissions at ext. 3500 for application and admission materials and details.
2. To be admitted to the Avila Master of Science in Counseling Psychology program, you must have a baccalaureate degree from an accredited institution, which includes

four specific undergraduate courses: General Psychology, Personality Theory, Social Psychology and Abnormal Psychology.

3. You need to submit an official transcript(s) of all previous credits from all institutions attended.
4. You need to have a 3.0 grade point average (on a 4.0 scale) for the last 60 hours of undergraduate work.
5. You need to submit your scores on the general portion of the GRE.
6. You need to submit a graduate application form and two letters of recommendation.

FACULTY ADVISORS

For advisor information, call ext. 2210. Once admitted, you must make an appointment to meet with your faculty advisor to select courses.

Undergraduate Advisors

(Phone extensions are in parentheses.)

Accounting

Initial advising appointments for all new students and for continuing students who have not officially declared a major are with Doris Frede (2325).

Only third (and later) semester students who have declared an Accounting major meet with advisors as indicated below:

A-G	Doris Frede (2325)
H-Z	Bonnie Givens (2395)

<i>Anthropology</i> (minor only)	Dona Neuman (2248)
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<i>Art</i>	Susan Lawlor (2362)
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<i>Biology</i>	Steve Daggett (2254)
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Business

Advising appointments for all freshmen and transfer students who have declared a major in one of the Business majors below and for continuing students who have not officially declared a major are with Doris Frede (2325).

Only third (and later) semester students who have declared one of the Business majors below meet with advisors as indicated for the major:

<i>Business Administration</i>	
A-M	Brian Buckler (2323)

N-Z Robert Gay (2324)

Finance Robert Gay (2324)

Gen. Mgmt. Richard Woodall (2320)

Information Science Pat Kopp (2352)

Int'l Business John Shoenhair (2256)

Marketing Brian Buckler (2323)

Minor (Business) Doris Frede (2325)

Chemistry Linda Cleveland (2390)

Communication

A-G Steve Iliff (2363)

H-N Ben Meade (2346)

O-Z Steve Iliff (2363)

Computer Science/Mathematics

A-L Don Faurot (2388)

M-Z Judy Munshower (2285)

Computer Science Pat Kopp (2352)
(minor only)

Education

Elementary

A-L Laura Sloan (2261)

M-Z Karen Garber (2267)

Special Education

MH, BD, LD Fred Geer (2269)

& Cross Categorical

Middle School

A-M Reulan Levin (2431)

N-Z Sue McCalley (2433)

Secondary (minors)

A-M Reulan Levin (2431)

N-Z Sue McCalley (2433)

English

A-L Mary Benson (2233)

M-Z Nancy Cervetti (2252)

General Studies:

Humanities Carol Coburn (2289)

Social/Behavioral Sciences

David Wissmann (2243)

Gerontology Dona Neuman (2248)
(minor only)

History

A-L Sherry Schirmer (2249)

M-Z Jeffrey Myers (2245)

Mathematics

A-L Don Faurot (2388)

M-Z Judy Munshower (2285)

Medical Technology

Elaine Hostetler (2386)

Music

Cynthia Hukill (2419)

Natural Science Eric Anderson (2222)

Clinical Lab Science

Elaine Hostetler (2387)

Unified Science

Biology/Chemistry Eric Anderson (2222)

Nursing

1st Year Pre-Nursing

Projected Clinical Year 2001

Avila Freshmen 1999

A-G Linda Cleveland (2390)

H-Z Mark Seelbinder (2351)

Other Students for Clinical Year 2001

A-Z Michele Hinds (2287)

2nd Year Pre-Nursing

Projected Clinical Year 2000

Avila Freshmen 1998

A-G Linda Cleveland (2390)

H-Z Mark Seelbinder (2351)

Other Students for Clinical Year 2000

A-Z Janet Ahlstrom (2282)

3rd Year Nursing with Clinical Placement

A-C Janet Ahlstrom (2282)

D-P Brenda Patzel (2238)

Q-Z Martha Blackman (2403)

4th Year Nursing with Clinical Placement

A-Z Lonna Boen (2288)

New Accepted Students

Susan Fetsch (2271)

Paralegal Studies

Advising appointments for all freshmen and transfer students who have declared a Paralegal major and for continuing students who have not officially declared a major are with Doris Frede (2325).

Only third (and later) semester students who have declared a Paralegal major or certificate meet with the advisor below:

Paralegal Judy Gibbs (2244)

Paralegal Certificate Judy Gibbs (2244)

Philosophy Sr. Ruth Stuckel (2407)
(minor only)

Political Science John Theis (2242)

Prelaw John Theis (2242)

Premedicine Larry Sullivan (2255)

Psychology

A-G Stephen Sirridge (2262)

H-L Cathy Bogart (2392)

M-Z Frank Yeatman (2264)

Radiologic Technology

B.S. Program & RT Degree Completion

A-P Carole Urbanski (2224)

Q-Z Stephanie Whisler (2387)

Social Work

A-K Kim Anderson (2393)

L-Z Roena Haynie (2247)

Sociology Dona Neuman (2248)

Theater

B.F.A. Acting/Producing/Directing

Charlene Gould (2411)

B. F. A. Technical Theater

Lori Bush Whatsitt (2291)

B.A. Theater Lori Bush Whatsitt (2291)

Theology

Mary Hynes (2284)

Undeclared Majors

A-H Sr. Ruth Stuckel (2407)

I-P Don Faurot (2388)

Q-Z David Wissmann (2243)

Women's Studies Nancy Cervetti (2252)
(minor only)

Graduate Advisors

Master of Business Administration

A-Z Wendy Acker (2321)

Master of Science in Education

A-Z

S. Marie Georgette Eschbacher (2207)

Master of Science in Counseling Psychology

A-G Stephen Sirridge (2262)

H-L Cathy Bogart (2392)

M-Z Frank Yeatman (2264)

FALL 1999 FINANCIAL INFORMATION




Financial Aid

Requirements: Free Application for Federal Student Aid (FAFSA), Avila Financial Aid Data Sheet, and if selected for verification, 1998 tax return(s), verification form. Early application is advantageous. All aid applicants must be accepted for admission to the College before an award is made.

All students are encouraged to apply for all types of financial assistance. Special circumstances may be explained in writing and will be considered on an individual basis. Awards available: Federal Pell Grant; Federal SEOG; Federal Work-Study Program; Federal Perkins Loan; Federal Stafford Loan and Federal Un-subsidized Stafford Loan; Charles Gallagher (formerly Missouri Student) Grant; Missouri "Bright Flight" Scholarship; President's Scholarship; St. Teresa of Avila Award; Athletic and Performance Grants (offered in Theater and Music); Art, Biology, Communication and Premed Focus Grants; Dependents of Alumni Grants; Family Grants; Avila Need-Based and Residence Grants; Avila Work Program.

Tuition & Fees

Tuition and fees are the same for audited and credit courses. Previous semester charges must be paid in full before registering for the next semester.

Avila accepts:   

Full-Time (12 - 18 hours)

Tuition	\$5,900.00
Student Ctr. & Activity Fee	\$50.00
Technology Fee	\$30.00
Tuition per credit hour over 18 hrs. (or 19 hrs. if 19th hr. is choir)	\$260.00

Part-Time & Audit (1 - 11 hours)

Tuition per credit hour	\$260.00
Student Center &	
Activity Fee per credit hour	\$1.00
Technology Fee per credit hour	\$2.00

Graduate Credit

Tuition for graduate classes per credit hour	\$310.00
Student Center &	
Activity Fee per credit hour	\$1.00
Technology Fee per credit hour	\$2.00

Dual Enrollee Student

(high school junior or senior)

50% of current tuition per credit hour

Students 55 Years & Older

(verification of age is required)

Full-Time Tuition (12-18 hrs.)	\$2,950.00
Full-Time Student Center & Activity Fee	\$25.00
Full-Time Technology Fee	\$30.00
Part-Time Tuition per credit hr.	\$130.00
Part-Time Student Center & Activity Fee per credit hour	\$.50
Part-Time Technology Fee per credit hour	\$2.00
Graduate Tuition per credit hr.	\$155.00

Non-Credit/Continuing

Education Registration

Undergraduate classes only per credit hr.	\$155.00
Students 55 years and older (verification of age is required)	\$77.50
non-credit graduate courses not available	

Nontraditional Credit

College Level Examination Program (CLEP) per credit hr.	\$20.00
Departmental Examination	30% of current tuition per credit hour
Experiential Learning	30% of current tuition per credit hour

Other Expenses Per Semester

The following fees apply to full- and part-time students:

Change of Program	\$15.00
Deferred Payment Plan	\$35.00
Late Degree Application	
Filing Fee	\$10.00
Graduation Fee	\$85.00
Insurance for 12 months (optional)	
<i>(All international students are required to verify health insurance coverage.)</i>	
Lab Fees (refer to courses)	
Late Payment Penalty	\$15.00
Late Registration Fee	\$25.00
<i>Does not include registering for weekend intensive or Saturday courses.</i>	
Returned Check Fee	\$20.00
<i>Returned check payment must be made in cash, money order, certified check or similar item plus the fee.</i>	
Reinstatement Fee	\$25.00
Room & Board Double	\$2,400.00
Room & Board Private (if available)	\$2,875.00
Special Course Fees (refer to courses)	
Transcripts	\$2.00
Transcript Re-evaluation Fee	\$5.00
Subsequent Transcript Re-evaluation Fee	\$10.00

Music Fees & Private Lessons

Private lessons, which may be taken for credit or not, are available in voice and piano. Check with Humanities Dept., ext. 2289, for course number and lesson time before registration.

Full- or Part-Time Avila Student

Noncredit (30 min. weekly)	\$225.00
Noncredit (45 min. weekly)	\$325.00
Noncredit (60 min. weekly)	\$400.00
Credit (45 min. weekly)	\$175.00
Credit (60 min. weekly)	\$200.00




Non-Avila Student

30 min. weekly	\$225.00
45 min. weekly	\$325.00
60 min. weekly	\$400.00

Payment Plans

Select your method of payment:

Payment in Full

Avila College accepts   , cash, personal checks and money orders.

Deferred Payment Plan

- For details about the Deferred Payment Plan, contact the Business Office in Blasco Hall at ext. 3700.
- To be eligible, all tuition, fees, etc. from previous semesters must be paid in full.
- You are responsible for the total charges even if some portion of the payment is deferred.
- Forms are mailed with tuition statement.
- If you wish to participate, please sign and return the Deferred Payment Plan Agreement form to the Business Office in Blasco Hall. If for some reason you do not return the form, by making the first payment of the Deferred Payment Plan, you are indicating that you accept all of the conditions of the plan.
- There is a \$35 plan fee per semester.
- A late payment penalty of \$15 will be charged for each payment not paid on or before the due date.
- If you register prior to August 3, 1999, make sure at least 25% of your tuition and fees is received in the Business Office in Blasco Hall no

later than August 9, 1999. Financial aid papers, if applicable, must be signed in the Business Office during the first week of classes. The balance is payable in three equal installments due: September 30, October 29 and November 30, 1999.

9. If you register after August 3, 1999, make sure at least 25% of your tuition and fees is paid at the time of registration. Financial aid papers, if applicable, must be signed in the Business Office during the first week of classes. The balance is payable in three equal installments due: September 30, October 29 and November 30, 1999.
10. Failure to remit the first payment due in the Business Office will result in cancellation of your registration. You may be reinstated by paying a reinstatement fee and completing the proper form available in the Registrar's Office. However, your original classes cannot be guaranteed.

Tuition Adjustments

First day of Fall classes is August 30, 1999. If adding, dropping or withdrawing, the student must complete a Change of Program Form available in the Registrar's Office and must process and return the form to the Registrar's Office for the transaction to be complete. The date the form is returned to the Registrar is the date of the transaction. The time periods for adjustments commence with the first day of classes according to the Academic Calendar and not the beginning dates of the individual courses. Lab fees are not refundable. Tuition will be adjusted for full- and part-time students in accordance with the student's classification as either a "first-time student at Avila" or "all other student" status. The following procedures will be used:

Cancellation of Registration

Prior to the start of classes and the first seven calendar days of the semester, a cancellation of registration will result in the cancellation of all tuition and fees. A fee (\$100 for full-time; \$25 for part-time) will be charged. Cancellation of registration is a complete withdrawal from the college and no records will be kept. To cancel registration, a Change of Program Form available in the Registrar's Office must be processed and returned to

the Registrar's Office during the first seven days of classes.

Withdrawal from All Classes

- I. Tuition adjustment for the "first-time student at Avila" processing a complete withdrawal from the College will follow federal pro-rata refund procedures, which provide for adjustments up through the first 60% of the term as calculated by weeks. After the 60% period, there will be no reduction of original charges, and they are due and payable. The calculation is made using weeks remaining divided by total number of weeks in the term and rounding the result downward to the nearest whole 10%. A withdrawal fee (\$100 for full-time; \$25 for part-time) will also be charged.
- II. Tuition adjustment for "all other students" processing a complete withdrawal from the College:
 - 1 through 7 calendar days
100% withdrawal fee applies
 - 8 through 14 calendar days 75%
 - 15 through 21 calendar days 50%
 - 22 through 28 calendar days 25%

After the 28th day, there will be no reduction of the original charges, and they are due and payable.

Change in Status from Full- to Part-Time

Prior to the start of classes and the first seven calendar days of the semester, tuition will be reassessed at the part-time rate. After seven calendar days, there will be no tuition reduction, and the original charges will be due and payable. The Change of Program Form must be processed and returned to the Registrar's Office during this seven-day period.

If any tuition reduction results in an overpayment, the appropriate refund will be made following the Avila College refund policies. Where federal financial aid or federally guaranteed monies are involved, the federal regulations relating to refunds will be integrated with the Avila policies. If any tuition reduction results in the student still owing Avila College, it will be due and payable.

Credit Balance Returns

Credit balances may be requested at the Business Office any time after the second day of classes. In instances where credit balances are created by funds paid from

outside sources (such as business, government and banks), the money must first be received by the College in order to issue a disbursement check to the student. An authorization to bill an outside source does not create a credit balance. Checks will be issued after the 14th day of classes, provided the request was received five to seven days prior to the refund date. Requests received after the 2nd week of classes will be ready within seven days. Federal Perkins Loan papers must be signed during the first four calendar days of classes to have the loan proceeds included in any credit balance returns. The loan proceeds will appear on your statement after the Promissory Note has been completed.

1. \$300 or less – The entire amount will be returned at one time.
2. Any amount over \$300 – \$300 will be returned initially; the remaining balance may be requested during the fifth week of the semester.
3. Federal Stafford Loan, Federal Unsubsidized Stafford Loan and/or Perkins Loan recipients:
 - a. **Remember:** Loans of any type must be repaid whether or not you graduate or are satisfied with the education you receive. Borrow wisely!
 - b. For first-year, first-time undergraduate borrowers, regulations require Avila to hold the loan checks until 30 days have expired from the first day of classes. At that time, after class attendance and academic progress have been verified, loan checks may be endorsed by the student and any resulting credit balance checks will be ready no later than seven working days after the loan check is endorsed.
 - c. For all other borrowers: Avila College regulations will not permit credit balances generated by these loans to be returned until classes have begun and attendance has been verified. When the loan check is endorsed before classes begin or through the first seven days of classes, the credit balance check will not be ready until the 14th day of classes. If the loan check is endorsed after the seventh day of classes, the credit balance check will take about seven working days to issue.

Residence Hall Refund

See the Avila College catalog for a description of the Residence Hall Refund Policy.

Appeal Policy

Students who feel their individual circumstances warrant an exception from the above stated refund policy may appeal in writing. The appeal should include a statement of the exception being requested, an explanation as to why an exception should be granted, and appropriate materials to support the request for the exception. The appeal and supporting materials should be sent to: Dr. Esther Ray Mills
Associate Dean for Academic Affairs
Avila College
11901 Wornall Road
Kansas City, MO 64145.

Once all appeal materials are complete in the Dean's Office, a decision will be made within 14 calendar days.

Crediting Financial Aid Awards to Student Accounts

1. Financial Aid, including loans, must be fully processed and loan checks, or disbursing dates thereof, must be on record in the Business Office at registration time to be considered as reducing the balance due. If this is not the case, you will be responsible on the due date for the payment that is due.
2. Where loans are involved, the proceeds must be applied to any balance due. Students may call the Business Office at ext. 3700 to verify if their proceeds have arrived. A notice will be mailed to you from the Financial Aid Office when the loan proceeds are received. Credit balances on accounts will be returned as noted earlier in the section called "Credit Balance Return."
3. Registration charges are audited by Business Office personnel. Students are responsible for any balance owed due to an assessing error.
4. Federal Perkins Loan recipients must go to the Business Office and sign the loan papers before the loan will appear on their statement. The loan proceeds will be used in the calculation of the deferred payment agreement for August 1999. Loan

papers not signed before the September 1999 deferred payment date will increase the amount owed on the September, October and November 1999 payments until the loan papers are signed and this could incur late payment charges.

REGISTRATION INFORMATION

If you are planning to enroll:

1. Take the appropriate placement exam(s) as advised. If you are planning to enroll in a writing or a specific mathematics course, you must either have official ACT scores (dated Jan. 1, 1995, or later) on file or you must take placement exams at Avila College.

English Placement Exam

- a. If you are entering Avila College without ACT scores and you want to enroll in English 111 or 112, you must take the English Placement Exam before you may register.
- b. There is no charge for the exam.
- c. Call the Registrar's Office at ext. 2210 to make arrangements to take the exam.
- d. In order to enroll, you must present a form signed by your advisor indicating the course in which you should enroll.

Math Placement Exam

- a. If you have taken the ACT since January 1995 and have an ACT math score of 20 or higher, you will be placed in MA115, 120 or 210 by your advisor. Any student has the option of taking the current Math Placement Exam.
 - b. If you are planning to enroll in Math 115 or 120 and have not taken the ACT since January 1995, you must take the Math Placement Exam at Avila before you may register.
 - c. If you have previously passed Math 120 or its equivalent, you do not need to take the Math Placement Exam.
 - d. There is no charge for the exam.
 - e. Call the Registrar's Office at ext. 2210 to make arrangements to take the exam.
 - f. In order to enroll, you must present a form signed by your advisor indicating the course in which you should enroll.
2. Register in person in the Registrar's Office or use telephone registration.

See the Academic Calendar on page 4 for registration dates.

Methods of Registration

Being advised does not mean you are registered in any courses. Be sure all tuition, fees or other charges from previous semesters have been paid in full. You must register with the Registrar's Office in Blasco Hall by using one of the following options:

In-Person Registration

1. Present your advising form to the Registrar's Office in Blasco Hall and request to be registered.
2. During the first four days of registration, current students may register according to classification.

First Day	Seniors and Certification Students
Second Day	Seniors, Juniors and Certification Students
Third Day	Seniors, Juniors, Sophomores and Certification Students
Fourth Day	Seniors, Juniors, Sophomores, Freshmen and Certification Students
Graduate students may register on any registration dates/times.	

Students are classified by the number of credit hours completed as of the first day of registration (the number of credit hours will not include the hours currently in progress).

Seniors (96 or more hours completed)
Juniors (64-95 hours completed)
Sophomores (32-63 hours completed)
Freshmen (0-31 hours completed)
Certification students are those who have been officially accepted in either the Teacher Certification or Paralegal Certification programs. Classification for these students will be listed as "CT." Lists of students by classification will be posted outside the Registrar's Office at least three weeks prior to the beginning of registration. A student may question that classification in person in the Registrar's Office and, if it is found to be incorrect, have it changed only if this is done prior to the first day of registration. After the first four days, all students may register. See page 6 for specific dates and times.

Telephone Registration

1. Make sure your advising form is on file in the Registrar's Office in Blasco Hall.
 2. Have your social security number and the department, course number and section of the class(es) in which you want to register in front of you before you call to register.
 3. Call the Registrar's Office at ext. 2210 or 2209.
- See page 6 for specific dates and times.

Late Registration

(see *Academic Calendar* for dates)

1. Late registration must be completed in person.
2. You will be charged \$25 for registering late.
3. You will not be charged a late fee if you are registering for weekend intensive or Saturday classes.

Registration for Non-Degree Seeking Students

Avila College offers a special enrollment process for all students not seeking an Avila College degree. No transcript or formal application is necessary. You may register at the Registrar's Office for any course. To register for a course numbered 310 or above, students must meet with an advisor. High school juniors and seniors, home schoolers, students from other colleges as well as anyone simply wishing to enrich an educational background are encouraged to take advantage of this convenient opportunity. Students who enroll through this program are limited to a total of nine credits at the College before they are asked to seek formal admission.

We recommend that visiting students submit written permission from their own institution in advance of their registration at Avila College to be sure the course work will transfer. The following non-degree seeking students do not have to apply for admission through the Admissions Office. They can register directly by going in person to the Registrar's Office during office hours:

- A. Accepted Non-Degree
- B. Area Exchange
- C. Continuing Education
- D. Dual Enrollee (high school student)
- E. Enrichment
- F. Visiting

Continuing Education

Courses at Avila College may be taken for continuing education on a space-available basis. Since no academic credit is awarded, students are not required to meet the admission requirements of the college. A stipulation of the continuing education option is mandatory class attendance. The level of class participation for continuing education is determined by the individual instructor. A certificate from the College will be awarded to those who meet the continuing education requirements of the course.

Enrollment for this option begins in the Registrar's Office (Blasco Hall) during published in-person registration days and times. Enrollment in a lower division course for continuing education requires the appropriate prerequisites but does not require departmental approval.

Enrollment in an upper-division course (course numbered 310 or above) on the continuing education option must have the approval of the department offering the course. A signature from a department representative is required. If a student withdraws from a course taken for continuing education, a refund will be granted according to the time frame for part-time students minus a \$10 administrative fee.

Additional Registrar Information Student Responsibility

Each student is responsible for conforming with regulations in the Avila College catalog. Therefore it is important for each student to remain currently informed throughout the period of enrollment. The primary responsibility for meeting graduation requirements rests with the student. Degree requirements are subject to change. It is the student's responsibility to be informed of applicable requirements. Faculty advisors and personnel are available to provide guidance.

Schedule Changes and Course Withdrawals (Add/Drop)

Schedule changes and course withdrawals are official when forms available in the Registrar's Office have been processed and returned to the Registrar's Office. The fee for each change is \$15. There is no fee for changes made as a result of classes canceled by the College. There is no late fee for adding a weekend intensive or Saturday class. Attending or

ceasing to attend classes does not constitute official enrollment or withdrawal. If you do not officially withdraw from a course by the published deadlines, you will receive a final grade of "F."

Registration for a class must be made before the last day indicated for entering a class. Information about weekend intensive courses is found on page 11. Withdrawals from other courses must be completed prior to the dates on the Academic Calendar found on page 4.

Course Cancellation

Courses listed in this schedule are subject to cancellation for insufficient enrollment. For this reason, students are encouraged to register early.

Exchange Programs

Area Exchange Program

If you enroll at Avila College, you also have access to the curricular offerings of many other colleges and universities in metropolitan Kansas City. If you are a full-time, undergraduate student (12 or more credit hours) at Avila, you may take one course per semester at another area campus at no additional tuition costs after prior certification of status by the Registrar at Avila College. This does not apply to summer sessions. Participating institutions are *Avila College, Blue River Community College, Central Missouri State University, Kansas City Art Institute, Longview Community College, Maple Woods Community College, Park College, Penn Valley Community College, Rockhurst College and University of Missouri-Kansas City*. Participation is subject to change at any time.

Carondelet Colleges Exchange Program

See Registrar for details.

FALL 1999 COURSE INFORMATION

Abbreviations

M =	Monday
T =	Tuesday
W =	Wednesday
R =	Thursday
F =	Friday
S =	Saturday
ARR =	Arranged
TBA =	To be announced

Students will meet on a one-to-one basis with a particular instructor.

O/C = Class meets off campus.

Cross-Listed Courses

Some courses are offered for credit by more than one department. Be sure you register only for the department under which you wish your credit recorded on your permanent academic record.

Course Numbers

091 - 099	Skills courses (will not count toward graduation)
101 - 199	Introductory courses
201 - 299	More advanced introductory courses; may have prerequisites
310 - 449	Upper-division courses open to all students
451 - 499	Upper-division courses open to majors/minors
501 - 599	Pre-graduate courses
601 - 699	Graduate courses

Meets Core

1. Beginning Fall 1993, core courses are identified as meeting core (Level I, Level II, Level III and Level IV).
2. A course with this designation will be accepted to meet core requirements.
3. A complete listing of core courses is found in the Avila College catalog.
4. Students should check with their advisors for the specific requirements and/or read the materials in the Avila College catalog for the year they began their enrollment at the College.

Communication Intensive Courses

Courses designated with a "C" immediately following the course number meet the Communication Intensive requirement.

Prerequisites

Students are responsible for ensuring they have the necessary prerequisites for classes in which they enroll.

GRADING POLICY, TRANSCRIPTS & PUBLICATION OF STUDENT INFORMATION

Grading System

Grade Points Per Semester Hour

A - Superior	4
B - Above Average	3
C - Average	2
D - Below Average	1
F - Failing	0

W - Withdrawal

Withdrawal prior to the 11th week of semester-long classes. For shorter courses, see page 33.

AU - Audit

Courses may be taken for audit with approval of the instructor. Students may change a credit course to audit prior to the 11th week of classes; students may also change an audit course to credit with the permission of the instructor prior to the SECOND week of classes. Students auditing a course are required to meet the attendance and participation requirements of the course. If the requirements are not met, students will be withdrawn from the course by the instructor. A final grade of "AU" is recorded on the transcript.

CR/NC - Credit/No Credit

A grade of CR (Credit) indicates that a student has successfully fulfilled all the requirements of a course. This option must be contracted during the first week of a semester-long course. A grade of CR/NC may not be subsequently converted to a standard letter grade. A student may choose up to 12 credit hours for this grading option excluding those hours designated by the department as Credit/No Credit. For weekend intensive courses, see pages 34-36.

I - Incomplete

The student and instructor must complete the Incomplete Grade Contract prior to end of the course. Contracts are available in the Registrar's Office. Course work required for a grade must be completed within six weeks after the close of a session unless a shorter time is stipulated by the instructor; if not, the Incomplete will be changed to a grade of "F." For additional information, please call the Registrar's Office.

GPA - Grade Point Average

The GPA is obtained by dividing the total number of grade points by the total number of semester hours, including transfer credits, but excluding grading assessments of W, AU, CR/NC and I. Transcript letter grades may be assigned with + or -, but grade points will reflect only the letter grade in computation of the GPA. All grades for courses retaken will be displayed on the transcript, but only the most recent grade will be averaged into the GPA.

Grade Reports

Grades will be mailed to the student's permanent address. Grades will not be released over the telephone or in the Registrar's Office.

Transcripts

Students who have satisfied all financial obligations to the College are entitled to transcripts of their academic records. Due to the confidential nature of a student's record, transcripts are issued only upon written authorization of the student concerned. Telephone requests will not be accepted. Written requests should be directed to the Office of the Registrar. Official transcripts are forwarded directly by mail to other institutions. They bear the Avila College seal and the signature of the Registrar. Unofficial transcripts are issued to the student for personal use. The fee for each transcript is \$2, payable in advance. Please allow at least 24 hours to process the request for transcripts.

Publication of Student Information

Avila College will release the following information regarding a student (unless the student states in writing that no information is to be released about him/her):

- That the student is enrolled (full or part-time status is NOT released)
- The name and major of a student for the Honors Program Booklet, Commencement Booklet and Honors Convocation Booklet, Hometown Newspaper when an academic honor is received.

Avila College will NOT release the address or telephone number of a student to any outside source or to any college personnel who does not have a legitimate reason for receiving such information.

KEY OFFICES, HOURS & CONTACT INFORMATION

The following offices are open Monday through Friday from 8 a.m. - 5 p.m.: Admissions, Athletic Office, Business Office, Financial Aid, Registrar, Residence Life, Student Affairs, Student Life, Student Resource Center.

Admissions Office

Blasco Hall, upper floor, ext. 3500

Bookstore

Marian Center, lower level, ext. 2230.
The campus bookstore meets students'

needs for texts, supplies and also sells gift items. The bookstore also operates the campus Lost & Found Department.

Hours for Fall 1999

Aug. 2-20	10 a.m. - 5 p.m.
Aug. 23-26	10 a.m. - 6 p.m.
Aug. 27	8:30 a.m. - 4 p.m.
Aug. 30-31	8:30 a.m. - 6:15 p.m.
Sept. 1-2	8:30 a.m. - 6:15 p.m.
Sept. 3	8:30 a.m. - 4 p.m.
Sept. 6	Closed for Holiday
<i>Sept. 7 through end of semester</i>	
Mon. & Wed.	8:30 a.m. - 6 p.m.
Tues., Thurs. & Fri.	8:30 a.m. - 4 p.m.

Book Return Policy

If a student drops or changes a course, the text may be returned under the following conditions:

1. Return must be accompanied by register receipt, change of class sheet or withdrawal slip from Registrar's Office.
2. Books must be in absolutely new condition.
3. Any mark or name in a book makes it a used book, and only 50% of the new price will be paid.
4. Returns for full credit are allowed within the first three weeks of each semester. After three weeks, the book will be bought back at the Used Book Company price.
5. Used books are bought back during the school year except the first two weeks of the Fall and Spring semesters.

Business Office

Blasco Hall, ground floor, ext. 3700

Campus Security

Available through a pager at 840-1815. A campus safety office is available Monday through Friday 1-9 p.m. at ext. 2349.

1. Two campus buildings are open until 11 p.m. with staff and phone access: Marian Center and Hooley-Bundschu Library.
2. Evening Campus Security can be reached by calling 840-1815 and leaving a message describing the situation and your location. An officer will respond ASAP.

3. Avila College security officers (Jackson County Deputy Sheriffs) are fully empowered to serve you and your security needs.
4. All campus crimes or incidents must be reported to the Associate Dean for Student Affairs at ext. 2228 or 2260.
5. In case of emergencies, never hesitate to call 911. Campus phones dial 9-911.

Computers for Student Use

The Computer Lab is available in the Library during the hours that the Library is open (Lab closes 15 minutes prior to the Library). In the library computer lab, students have access to PCs with Microsoft Office, Internet, and other academically related applications as well as email. Macintosh computers are also available.

Dining Hall & Snack Bar

All students and visitors are invited to eat in Avila's dining hall or snack bar in Marian Center.

Dining Hall (Upper Marian Center)

M - F	7:30 - 9 a.m.	Breakfast
M - F	11:30 a.m. - 1 p.m.	Lunch
M - R	5 - 6:15 p.m.	Dinner
F	5 - 6 p.m.	Dinner
Sat.	8 - 9 a.m.	Breakfast
	12 - 1 p.m.	Lunch
	5 - 6 p.m.	Dinner
Sun.	8 - 9 a.m.	Continental Breakfast
	11:30 a.m. - 1 p.m.	Brunch
	5 - 6 p.m.	Dinner

Snack Bar

(Lower Marian Center)

Mon. - Thurs.	7:30 a.m. - 8 p.m.
Fri.	7:30 a.m. - 2 p.m.

Financial Aid

Blasco Hall, upper floor, ext. 3600

Library

Hooley-Bundschu Library, ext. 2221. The Hooley-Bundschu Library is the information resource center for the campus. It houses a collection of over 70,000 books, a current subscription list of 500 periodicals and newspapers, videotapes, CD-ROMS and the entire ERIC document collection on Microfiche. As a member of the Kansas City Library Consortium, the library

shares its online catalog, allowing direct patron borrowing from 25 local academic, public and school libraries. Library computers give students access to the Internet and the Local Area Network. Students are invited to visit the library's web page at: www.avila.edu/resources/library.htm.

Hours for Fall 1999

Mon. - Thurs.	8 a.m. - 11 p.m.
Fri.	8 a.m. - 6 p.m.
Sat.	11 a.m. - 6 p.m.
Sun.	3 - 11 p.m.

Registrar

Blasco Hall, upper floor, ext. 2210

Residence Life

Marian Center, ext. 2260

Student Affairs

Avila College is as rewarding outside the classroom as inside. The College's Student Affairs Division enhances the academic experience through a variety of offices, programs and services. For further information, call the extension listed for each program.

Athletic Program

Avila offers intercollegiate competition for women in volleyball, soccer, basketball and softball; and for men in soccer, basketball and baseball. Additionally, a spirit squad is sponsored. The Eagles belong to the Midlands Collegiate Athletic Conference and are assigned to the Great Plains Region of the National Association of Intercollegiate Athletics (NAIA). Avila College students, faculty and staff receive free admission to all home athletic contests. For assistance, call ext. 2234.

Campus Ministry Program

This program views the development and exploration of spiritual values as an important part of the total experience at Avila College and sponsors activities such as liturgical celebrations, interfaith services, social justice awareness, volunteer services, scripture and prayer groups, retreat experiences, and individual counseling and spiritual direction. All members of the Avila community are invited to participate in campus ministry programs regardless of religious preference. Call ext. 2423.

Career Services

Among the services provided are off-campus job postings, job vacancy notices, and career-related personality assessments, selection of college major and career, annual Employer Fair and Interview Day, computer-based career exploration program, newsletters, as well as assistance with résumés, cover letters, job search strategies and contacts and interview skills. Call ext. 2266 for an appointment.

Child Care Center

Hours are Monday through Friday from 7:30 a.m. - 5:30 p.m. The center, located in Hodes Education Center, Room 719, serves children ages two and a half through six (must be toilet trained). Cost is \$3 per hour per child, \$2 for each additional child per family. Days of service closely coincide with the Academic Calendar for both Fall and Spring semesters. For information, call ext. 2268 or 2276.

College Skills Coordinator

To ensure student success, Avila encourages students to meet with the College Skills Coordinator for support and advice on how to increase academic success. Together they explore issues such as time management, note and test taking, study strategies and others. Call the Student Resource Center at ext. 2266.

Counselor, Licensed Personal

Located in lower Blasco Hall in the Student Resource Center, a licensed counselor provides assessments, personal counseling and referrals for current Avila students free of charge. Schedule appointments by calling the Student Resource Center at ext. 2266.

disAbled Student Services

Avila College welcomes students with physical or mental challenges who can be successful learners and contributors to the college community. To apply for accommodation in your learning environment (curricular or co-curricular), please complete a Request for Accommodation Form, available from the New Student Development Office in Marian Center. The Vice President and Dean for Student Affairs welcomes questions, issues or concerns. Call ext. 2227.

Health and Child Services

Located in lower Carondelet Hall and

accessible through the tunnel from Marian Center, the nurse-directed health center is staffed by a registered nurse and offers free health services to students, including minor illness/injury assessment and treatment, non-prescription medications and medical supplies, referrals to health care agencies or providers, student health insurance information and health counseling either on an individual basis or through group programs. Information about the Child Care Center and Montessori School is also available from this office. Call ext. 2268.

Montessori School

Located in Hodes Education Center, Rooms 715-716, the school provides schooling for children ages 3 - 6, including kindergarten. Options are available in both full- and half-day sessions, between the hours of 9 a.m. - 3 p.m. Sessions are taught by certified Montessori teachers. Days of service closely coincide with the Academic Calendar for Fall and Spring semesters. Before and after school care is available through Avila Child Care Center. For information, call ext. 2268 or 2276.

New Student Orientation

Orientation is held prior to the start of the Fall and Spring semesters and gives students a chance to learn about Avila College. Students will also have the opportunity to meet and interact with other new Avila College students, faculty and staff. Information regarding specific dates and times for New Student Orientation will be sent prior to the start of a student's first semester at Avila. For assistance, call ext. 2354.

Residence Life Program

This program enables students to join a special "community of learners." Residential facilities consist of two modern air-conditioned residence halls. Each hall has twin bedrooms for 126 students, lounge facilities, study areas, cable T.V., kitchenettes, computer accessibility and a baby grand piano. For assistance, call ext. 2260.

Student Activities

Avila supports over 20 organizations that sponsor activities such as social events, entertainment, speakers, trips, recreation, films, academic-related clubs, and student government. Call ext. 2226.

Student Identification Card

Full and part-time students need to obtain photo I.D. cards from the Student Life Office in Marian Center during the first month of classes (specific times to be posted). Non-photo I.D.s may be obtained from Student Life or the Business Office at any time.

Student Life Handbook

The handbook is the source for all service, activity opportunities and policy statements. The Student Code of Conduct that governs all student behavior should be read by each applicant to the College. Handbooks are available from the Student Affairs and Student Life Offices in Marian Center. For assistance, call ext. 2260.

Student Resource Center (SRC)

The Student Resource Center offers career services as well as assistance with "major" selection, personal counseling, English as a Second Language, academic success counseling, and peer tutoring. Hours Monday through Friday, 8 a.m. - 5 p.m., and by appointment. Located in Lower Blasco Hall. Call ext. 2266. Internet: SRC@mail.Avila.edu

Tutors

The Student Resource Center provides peer tutoring in math, chemistry, English and writing. To schedule an appointment, stop by the SRC in lower Blasco or call ext. 2266. (Peer tutoring in other subject areas is provided directly through academic departments.)

Wellness, Recreation and Intramural

Available to all students, faculty and staff of Avila. Programming is designed to promote wellness and physical fitness. Programs offered include wellness forums, classes and activities, informal recreation, and intramural competition. For assistance, call ext. 2268.



Fall 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
Accounting				
AC-201-10	Principles of Accounting I T R 11:00 AM - 12:15 PM	3.00 Bannie Givens	Y WHI 507	
AC-201-20	Principles of Accounting I W 6:00 PM - 8:40 PM	3.00 Staff	Y WHI 507	
AC-250-20	Accounting Issues M 6:00 PM - 8:40 PM	3.00 Bannie Givens	Y WHI 507	
AC-355-10	Cost Accounting T R 11:00 AM - 12:15 PM	3.00 Daris Frede	Y WHI 505	
AC-361-20	Intermediate Accounting I R 6:00 PM - 8:40 PM	3.00 Daris Frede	Y ORI 204	
AC-451C-20	Tax Accounting I T 6:00 PM - 8:40 PM	3.00 Daris Frede	Y WHI 507	
AC-460-10	Advanced Accounting T R 1:00 PM - 2:15 PM	3.00 Bannie Givens	Y WHI 507	

Anthropology

AN-221-10	Cultures of World: Asia and Pacific T R 9:30 AM - 10:45 AM	3.00 David Wissmann		ORI 212
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Art

AR-110-40 Level II	Intra ta Art: Gallery Tours F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 9/10-11, 10/1-2, 11/5-6	3.00 Marcie Aylward		DAL 800
AR-111-10	Beginning Drawing T R 4:00 PM - 7:00 PM	3.00 Marcie Aylward		\$30 DAL 816
AR-117-10	Two-Dimensional Design T R 10:00 AM - 1:00 PM	3.00 Lisa Sugimata		\$20 DAL 811
AR-221-20	Beginning Photography R 6:00 PM - 10:00 PM	3.00 Kurtis Kracke		\$50 DAL 812
AR-231-20	Beginning Ceramics W 6:00 PM - 10:00 PM	3.00 Tam Creamer		\$50 DAL 813
AR-245-10	Typography M W 10:00 AM - 1:00 PM	3.00 Susan Lawlar	Y	\$25 DAL 817
AR-261-10	Beginning Painting T R 12:30 PM - 3:30 PM	3.00 Marcie Aylward		\$25 DAL 816
AR-271-20	Mac Desktop Publishing W 6:00 PM - 8:40 PM	3.00 Rager Hunt		\$25 ORI 104
AR-280-20	Mac Software: Illustrator M 6:00 PM - 8:40 PM	3.00 Jeremy Wilkinsan		\$25 ORI 104
AR-353-20	Theory & Methods of Art Therapy M 6:00 PM - 8:40 PM	3.00 Laura Aube	Y	\$20 DAL 811
AR-355-10	Fiber Design T R 2:00 PM - 5:00 PM	3.00 Lisa Sugimata		\$40 DAL 811
AR-359-20	Art As Therapy W 6:00 PM - 8:00 PM	2.00 Laura Aube		\$10 DAL 811
AR-387C-10	History of 20th Century Art T R 9:30 AM - 10:45 AM	3.00 Sharyl Wright		DAL 820
AR-495-50	Internship	1.00 - 3.00 Susan Lawlar		ARR

Biology

BI-110-10 Level II	Principles of Bialagy w/Lab T R 12:30 PM - 3:15 PM	4.00 Robert Pawell		\$50 ORI 109
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BI-111-10 Level II	General Bialagy w/Lab M W F 11:00 AM - 11:50 AM * Must chause a lab	4.00 Steve Daggett		\$50 ORI 211
BI-111-11	General Bialagy Lab #1 M W 1:30 PM - 2:45 PM	0.00 Steve Daggett		ORI 109
BI-111-12	General Bialagy Lab #2 M W 3:00 PM - 4:15 PM	0.00 Steve Daggett		ORI 109
BI-211-10	Zaalogy w/Lab M W F 10:00 AM - 10:50 AM T R 8:00 AM - 9:15 AM	4.00 Robert Pawell	Y	\$50 ORI 207 ORI 109
BI-220-10	Human Anat & Physialagy w/Lab M W F 11:00 AM - 12:10 PM M F 1:00 PM - 3:50 PM	6.00 Greg Fitch	Y	\$50 ORI 215
BI-250-10	General Micrabialagy w/Lab M W F 10:00 AM - 10:50 AM * Must chause a lab	4.00 Steve Daggett	Y	\$50 ORI 211
BI-250-11	General Micrabialagy Lab #1 W 1:30 PM - 3:20 PM	0.00 Steve Daggett	Y	ORI 214
BI-250-12	General Micrabialagy Lab #2 R 12:30 PM - 2:20 PM	0.00 Steve Daggett		ORI 214
BI-325-20	Pathalagical Physialagy M W 6:00 PM - 7:40 PM	4.00 Elizabeth Evans	Y	ORI 215
BI-340-10	General Physialagy w/Lab M W F 10:00 AM - 10:50 AM W 1:00 PM - 3:50 PM	4.00 Greg Fitch	Y	\$50 ORI 215
BI-360-10	Ecalagy w/Lab T R 11:00 AM - 12:15 PM F 2:00 PM - 4:50 PM	4.00 Robert Pawell Jahn Parmerlee	Y	ORI 211 ORI 109
BI-496-50	Bialagy Research	1.00 - 6.00 Staff	Y	\$50 ARR
BI-497C-50	Research I	1.00 - 2.00 Staff	Y	\$50 ARR
BI-498C-50	Research II	1.00 - 2.00 Staff	Y	\$50 ARR

Business

BU-110C-10	Understand Computers: Windows M W 2:00 PM - 3:15 PM	3.00 Patrick Kapp		ORI 102/106
BU-110C-11	Understand Computers: Windows T R 9:30 AM - 10:45 AM	3.00 Patrick Kapp		ORI 102/106
BU-110C-12	Understand Computers: Windows T R 11:00 AM - 12:15 PM	3.00 Patrick Kapp		ORI 102/106
BU-110C-20	Understand Computers: Windows R 6:00 PM - 8:40 PM	3.00 Bill Maran		ORI 102/106
BU-305-10 Level II	Legal Aspects of Business I T R 9:30 AM - 10:45 AM	3.00 Judy Gibbs		WHI 507
BU-310-20	Marketing M 6:00 PM - 8:40 PM	3.00 Brian Buckler	Y	ORI 206
BU-313-10	Pramation Strategy M W 9:00 AM - 10:15 AM	3.00 Wendy Acker	Y	WHI 506
BU-321-10	Management M W 9:00 AM - 10:15 AM	3.00 A.J. Lutz	Y	WHI 507
BU-322C-20	Org Behavior & Developmt T 6:00 PM - 8:40 PM	3.00 Danald Miller	Y	ORI 206
BU-326-20	Operations Management W 6:00 PM - 8:40 PM	3.00 Staff	Y	ORI 202

Fall 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Fee Location
BU-330C-10	Finance M W 12:30 PM - 1:45 PM	3.00 Robert Gay	Y WHI 507
BU-340C-10	Business Communications M W 10:30 AM - 11:45 AM	3.00 Judy Gibbs	Y WHI 507
BU-346-20	Employment Law M 6:00 PM - 8:40 PM	3.00 Judy Gibbs	Y ORI 207
BU-412-10	Services Marketing T R 1:00 PM - 2:15 PM	3.00 Wendy Acker	Y WHI 506
BU-415C-20	Marketing Policy R 6:00 PM - 8:40 PM	3.00 A.J. Lutz	Y ORI 202
BU-417-10	Marketing Research T R 9:30 AM - 10:45 AM	3.00 Brian Buckler	Y WHI 508
BU-435C-20	Financial Policy R 6:00 PM - 8:40 PM	3.00 Robert Gay	Y WHI 507
BU-437-20	International Finance W 6:00 PM - 8:40 PM	3.00 Staff	Y ORI 206
BU-499C-20	Business Policy W 6:00 PM - 8:40 PM	3.00 Robert Gay	Y WHI 505

Graduate Courses for Master of Business Administration (MBA)

All MBA courses meet: 9/6 - 11/19

AC-650-25	Managerial Accounting M 6:00 PM - 9:20 PM	3.00 Staff	Y WHI 505
BU-613-25	Pramation R 6:00 PM - 9:20 PM	3.00 Staff	Y WHI 505
BU-615-25	Marketing Strategy W 6:00 PM - 9:20 PM	3.00 Brian Buckler	Y ORI 207
BU-621-25	Management Process T 6:00 PM - 9:20 PM	3.00 Staff	Y ORI 207
BU-664-25	Seminar in Mgmt Info Systems W 6:00 PM - 9:20 PM	3.00 Staff	Y BOR 401
BU-673-25	Special Problems Health Care W 6:00 PM - 9:20 PM	3.00 Staff	Y BOR 402
BU-699-25	Organizational Policy & Strategy T 6:00 PM - 9:20 PM	3.00 Robert Gay	Y WHI 505
EC-501-25	Economic Concepts M 6:00 PM - 9:20 PM	3.00 Staff	Y ORI 202
EC-612-25	Managerial Economics R 6:00 PM - 9:20 PM	3.00 Staff	Y ORI 212

Chemistry

CH-115-10 Level II	Molecules That Matter w/Lab M W F 8:00 AM - 8:50 AM W 1:30 PM - 3:20 PM	4.00 Linda Cleveland	Y ORI 212 ORI 216	\$50
CH-131-10 Level II	General Chemistry I w/Lab T R 8:00 AM - 9:15 AM T 12:30 PM - 3:20 PM	4.00 Larry Sullivan	Y ORI 212 ORI 216	\$50
CH-131-11 Level II	General Chemistry I w/Lab M W F 8:00 AM - 8:50 AM R 12:30 PM - 3:20 PM	4.00 Mark Seelbinder	Y ORI 211 ORI 213	\$50
CH-216-10	Organic Chemistry I w/Lab M W F 11:00 AM - 11:50 AM R 12:45 PM - 5:45 PM	5.00 Linda Cleveland	Y ORI 206 ORI 216	\$50

CH-221-10	Quantitative Analysis w/Lab M W F 11:00 AM - 11:50 AM T 12:30 PM - 5:20 PM Recitation section is to be arranged	5.00 Mark Seelbinder	Y ORI 207 ORI 213	\$50
CH-341C-10	Biochemistry I M F 12:30 PM - 1:45 PM	3.00 Linda Cleveland	Y ORI 211	
CH-480-50	Chemistry Seminar	1.00 Larry Sullivan	Y ARR	
CH-497C-50	Research I	1.00 - 2.00 Staff	Y ARR	\$50
CH-498C-50	Research II	1.00 - 2.00 Staff	Y ARR	\$50

Communication

CO-110-10 Level I	Fundamentals of Communication M W 10:30 AM - 11:45 AM	3.00 Staff		DAL 820
CO-110-11 Level I	Fundamentals of Communication M W 2:00 PM - 3:15 PM	3.00 Staff		DAL 820
CO-110-12 Level I	Fundamentals of Communication T R 11:00 AM - 12:15 PM	3.00 Staff		DAL 820
CO-110-13 Level I	Fundamentals of Communication T R 1:00 PM - 2:15 PM	3.00 Staff		DAL 800
CO-110-40 Level I	Fundamentals of Communication F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 10/8-9, 10/29-30, 11/19-20	3.00 Steve Iliff		DAL 820
CO-125C-10	Introduction to Journalism M W 10:30 AM - 11:45 AM	3.00 Valerie Davis	Y ORI 104	
CO-181-10	Survey of Film I F 10:00 AM - 12:40 PM	3.00 Datty Hamilton		\$20 DAL 800
CO-212C-40 Level II	Conflict Resolution F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 9/24-25, 10/22-23, 11/12-13	3.00 Steve Iliff		DAL 800
CO-223-20	Introduction to Media Production R 6:00 PM - 8:40 PM	3.00 David Vandivart		\$40 DAL 800
CO-225C-10 Level II	Mass Media & Society T R 9:30 AM - 10:45 AM	3.00 Datty Hamilton		DAL 800
CO-235-20	Principles of Advertising M 6:00 PM - 8:40 PM	3.00 Staff		DAL 820
CO-317-10	Promotional Writing T R 2:30 PM - 3:45 PM	3.00 Staff		DAL 800
CO-327-20	Video Production T 6:00 PM - 8:40 PM	3.00 Ben Meade		\$40 DAL 800
CO-380-40	Alternative Cinema F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 10/8-9	1.00 Ben Meade		\$10 DAL 800
CO-380-41	Advertising & the Creative Process F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 11/19-20	1.00 Karl Yehle		ORI 211
CO*WS-383-10	Women & Media T R 1:00 PM - 2:15 PM	3.00 Dotty Hamilton		\$20 DAL 800
CO-385-50	Journalism Practicum	1.00 Steve Iliff	Y ARR	

Fall 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
CO-385-51	Videa Practicum	1.00 Ben Meade	Y ARR	\$40
CO-391C-10	Communication Theory M W 2:00 PM - 3:15 PM	3.00 Steve Iliff	Y DAL 800	
CO-485-50	Journalism Practicum	3.00 Steve Iliff	Y ARR	
CO-485-51	Videa Practicum	3.00 Ben Meade	Y ARR	\$40
CO-495-50	Internship	3.00 Doty Hamilton	Y ARR	

Computer Science

CS-110C-10	Understand Computers: Windows M W 2:00 PM - 3:15 PM	3.00 Patrick Kopp	ORI 102/106	
CS-110C-11	Understand Computers: Windows T R 9:30 AM - 10:45 AM	3.00 Patrick Kapp	ORI 102/106	
CS-110C-12	Understand Computers: Windows T R 11:00 AM - 12:15 PM	3.00 Patrick Kapp	ORI 102/106	
CS-110C-20	Understand Computers: Windows R 6:00 PM - 8:40 PM	3.00 Bill Maran	ORI 102/106	
CS-160-20	Visual Basic T 6:00 PM - 8:40 PM	3.00 Staff	Y ORI 102/106	
CS-180-40	Computers, Ethics & Society F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 10/1-2	1.00 Staff	ORI 102	
CS-180-41	Introduction to PC F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 11/19-20	1.00 Staff	ORI 102/106	
CS-271-20	Mac Desktop Publishing W 6:00 PM - 8:40 PM	3.00 Rager Hunt	ORI 104	\$25
CS-280-20	Mac Illustrator M 6:00 PM - 8:40 PM	3.00 Jeremy Wilkinson	ORI 104	\$25
CS-325-10	Numerical Methods M W F 1:00 PM - 1:50 PM	3.00 Judy Munshower	Y ORI 204	
CS-340-20	Database Management M 6:00 PM - 8:40 PM	3.00 Patrick Kapp	Y ORI 103/106	
CS-360-20	Advanced C w/Visual C++ W 6:00 PM - 8:40 PM	3.00 Staff	Y ORI 103/106	

Economics

EC-195-10 Level II	Survey of Economics T R 11:00 AM - 12:15 PM	3.00 Jahn Shaenhair	WHI 508	
EC-201C-10 Level II	Principles of Economics I M W 12:30 PM - 1:45 PM	3.00 Jahn Shaenhair	Y WHI 508	
EC-202C-20	Principles of Economics II W 6:00 PM - 8:40 PM	3.00 Staff	Y ORI 212	
EC-240-10	Statistical Analysis M W 10:30 AM - 11:45 AM	3.00 Jahn Shaenhair	Y WHI 508	
EC-241-20	Quantitative Analysis M 6:00 PM - 8:40 PM	3.00 Ray Hartan	Y ORI 212	
EC-361-10	Money & Banking T R 8:00 AM - 9:15 AM	3.00 Jahn Shaenhair	Y WHI 508	

Education				
ED-101-10	Strategies for Academic Success M W 9:00 AM - 10:15 AM	3.00 Sue Franklin	WHI 508	
ED-101-11	Strategies for Academic Success T R 1:00 PM - 2:15 PM	3.00 Sue Franklin	ORI 212	
ED-185-10	Practicum T 4:30 PM - 5:45 PM Requires 1 day each week for classroom observation	3.00 Ann West	BOR 424	
ED-205-10	Creative Activities T R 1:00 PM - 2:15 PM	3.00 George Chrisman	WHI 508	
ED-212-20	PE/Health Education W 6:00 PM - 8:40 PM	3.00 Staff	BOR 424	
ED-225-10	Educational Psychology M W 2:00 PM - 3:15 PM	3.00 Fred Geer	ORI 205	
ED-230C-10	Children's Literature T R 11:00 AM - 12:15 PM	3.00 Laura Slaan	HOD 704	
ED-235-10	Psychology of Exceptional Child F 9:00 AM - 11:40 AM	3.00 Fred Geer	HOD 704	
ED-245-10	Tests & Measurements M W 12:30 PM - 1:45 PM	3.00 Fred Geer	DAL 820	
ED-287C-10	Educational Foundations M W 9:00 AM - 10:15 AM	3.00 Reulan Levin	Y ORI 204	
ED-287C-20	Educational Foundations M 6:00 PM - 8:40 PM	3.00 Reulon Levin	Y HOD 704	
ED-310-10	General Methods: Elementary M W 10:30 AM - 11:45 AM	4.00 Sue Ellen McCalley	Y HOD 704	
ED-312-10	Teaching at Middle School Level M W 10:30 AM - 11:45 AM	3.00 Karen Garber	Y DAL 820	
ED-315-10	General Methods: Secondary M W 10:30 AM - 11:45 AM	3.00 Karen Gorber	Y DAL 820	
ED-320-30	MicroComputers in Education S 8:30 AM - 3:30 PM 9/11 & 25, 10/9 & 30, 11/13, 12/4	3.00 Staff	ORI 102/104/106	
ED-327C-10	Reading/Language Arts M W 2:00 PM - 3:15 PM R 2:30 PM - 4:30 PM	5.00 Sue Ellen McCalley	Y HOD 704	
ED-337-10	General Methods II T R 11:00 AM - 12:15 PM	3.00 Staff	Y ORI 212	
ED-340-20	Elementary Science Methods M 6:00 PM - 7:40 PM	2.00 Susan Zammar	Y ORI 102	
ED-366-40	Parent Conferencing: Secondary F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 11/5-6	1.00 Staff	ORI 211	
ED-367-40	Transition/Career Education F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 9/17-18, 10/1-2	2.00 Staff	ORI 211	
ED-370-10	Assess/Remediation Reading Prob M W 2:00 PM - 3:15 PM Must be taken concurrently with ED 385	3.00 Karen Garber	Y ORI 211	
ED-375-20	Reading in Content Area R 6:00 PM - 8:40 PM	3.00 Karen Garber	Y DAL 820	

Fall 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Fee Location
ED-380-40	First Aid/CPR for Teachers F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 10/22-23 Education Majors Only	1.00 Carol Frevert	\$50 ORI 204
ED-385-10	Reading Practicum T 3:00 PM - 5:00 PM	2.00 Karen Garber	Y ORI 211
ED-417-10	Behavior Mgmt.: Elementary M W 3:30 PM - 4:45 PM	3.00 Fred Geer	ORI 205
ED-419-10	Behavior Mgmt.: Secondary M W 3:30 PM - 4:45 PM	3.00 Fred Geer	ORI 205
ED-455-50	Special Methods: Art, Elementary	2.00 Staff	Y ARR
ED-455-51	Special Methods: Art, Secondary	2.00 George Chrisman	Y ARR
ED-455-52	Special Methods: Math	2.00 Richard E. Wilson	Y ARR
ED-455-53	Special Methods: Business	2.00 Staff	Y ARR
ED-455-54	Special Methods: English	2.00 Judith Roberts	Y ARR
ED-455-55	Special Methods: Social Studies	2.00 Reulan Levin	Y ARR
ED-494-10	Student Teaching Seminar R 4:30 PM - 6:00 PM * Must be taken with ED 495 Student Teaching	1.00 Ann West	Y BOR 424
ED-495C-50	Student Teaching: Elementary One Placement: 10 Weeks	7.00 Laura Slaan	Y ARR \$100
ED-495C-51	Student Teaching: Secondary One Placement: 10 Weeks	7.00 Laura Slaan	Y ARR \$100
ED-495C-52	Student Teaching: Elementary Two Placements: 8 Weeks	7.00 Laura Slaan	Y ARR \$82
ED-495C-53	Student Teaching: Secondary Two Placements: 8 Weeks	8.00 Laura Slaan	Y ARR \$82
ED-495C-54	Student Teaching: Special Ed Two Placements: 8 Weeks	8.00 Laura Slaan	Y ARR \$82
ED-495C-55	Student Teaching: Elementary One Placement: 12 Weeks	9.00 Laura Slaan	Y ARR \$120
ED-495C-56	Student Teaching: Secondary One Placement: 12 Weeks	9.00 Laura Slaan	Y ARR \$120

Graduate Courses in Education

ED-517-10	Behavior Mgmt.: Elementary M W 3:30 PM - 4:45 PM	3.00 Fred Geer	ORI 205
ED-519-10	Behavior Mgmt.: Secondary M W 3:30 PM - 4:45 PM	3.00 Fred Geer	ORI 205
ED-520-30	MicroComputers in Education S 8:30 AM - 3:30 PM 9/11 & 25, 10/9 & 30, 11/13, 12/4	3.00 Staff	ORI 102/104/106
ED-605-10	History & Philosophy of Education T 4:00 PM - 6:30 PM	3.00 Carol Caburn	Y ORI 202
ED-612-20	Measurement & Assessment T 7:00 PM - 9:30 PM	3.00 Fred Geer	Y HOD 704
ED-615-10	Learning & Motivation T 4:00 PM - 6:30 PM	3.00 Sue Ellen McCalley	Y ORI 205

ED-630-20	Advanced Curriculum Development T 7:00 PM - 9:30 PM	3.00 Reulan Levin	Y ORI 202
ED-635-10	Individual Intelligence Assessment T 4:00 PM - 6:30 PM	3.00 Fred Geer	Y \$50 HOD 704
ED-675-20	Reading in Content Area R 6:00 PM - 8:40 PM	3.00 Karen Garber	Y DAL 820
ED-680-40	Tools/Strategies for Research F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 9/10-11	1.00 Kathleen Finegan	Y ORI 202

English as a Second Language

EL-41-50	Grammar & Writing	3.00 Staff	Y ARR
EL-51-50	Speaking & Reading	3.00 Staff	Y ARR
EL-61-10	Speaking & Listening MTWRF 11:00 AM - 11:50 AM	3.00 Staff	Y ORI 103
EL-62-10	Speaking & Listening MTWRF 11:00 AM - 11:50 AM	3.00 Staff	Y ORI 201
EL-63-10	Speaking & Listening MTWRF 11:00 AM - 11:50 AM	3.00 Staff	Y ORI 203
EL-71-10	Reading & Vocabulary MTWRF 1:00 PM - 1:50 PM	3.00 Staff	Y ORI 103
EL-72-10	Reading & Vocabulary MTWRF 1:00 PM - 1:50 PM	3.00 Staff	Y ORI 203
EL-73-10	Reading & Vocabulary MTWRF 1:00 PM - 1:50 PM	3.00 Staff	Y ORI 201
EL-81-10	Grammar MTWRF 9:00 AM - 9:50 AM	3.00 Staff	Y ORI 205
EL-82-10	Grammar MTWRF 9:00 AM - 9:50 AM	3.00 Staff	Y ORI 201
EL-91-10	Writing MTWRF 10:00 AM - 10:50 AM	3.00 Staff	Y ORI 201
EL-92-10	Writing MTWRF 10:00 AM - 10:50 AM	3.00 Staff	Y ORI 103
EL-93-10	Writing MTWRF 10:00 AM - 10:50 AM	3.00 Staff	Y ORI 203

English

EN-095-10	Fundamentals of Writing M W F 8:00 AM - 8:50 AM	3.00 Mary Benson	BOR 402
EN-111-10 Level I	Composition I: Windows M W 9:00 AM - 10:15 AM	3.00 Staff	Y ORI 102/106
EN-111-11 Level I	Composition I: Windows T R 8:00 AM - 9:15 AM	3.00 Staff	Y ORI 102/106
EN-111-12 Level I	Composition I: Windows T R 11:00 AM - 12:15 PM	3.00 Nancy Cervetti	Y ORI 202/106
EN-111-13 Level I	Composition I: Windows T R 2:30 PM - 3:45 PM	3.00 Staff	ORI 102/106
EN-112-10 Level I	Composition II M W 9:00 AM - 10:15 AM	3.00 Stanley Banks	BOR 402
EN-112-11 Level I	Composition II T R 1:00 PM - 2:15 PM	3.00 Stanley Banks	Y BOR 401

Fall 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Fee Location
EN-233-10	Fiction Writing T R 11:00 AM - 12:15 PM	3.00 Stanley Banks	BOR 401
EN-261C-10 Level II	Short Story M W 9:00 AM - 10:15 AM	3.00 Mary Bensen	BOR 401
EN-271C-10 Level II	African-American Literature M W 10:30 AM - 11:45 AM	3.00 Stanley Banks	BOR 401
EN*WS-275C-10 Level II	Women & Literature T R 9:30 AM - 10:45 AM	3.00 Nancy Cervetti	BOR 420
EN*WS-275C-20 Level II	Women & Literature M 6:00 PM - 8:40 PM	3.00 Nancy Cervetti	BOR 402
EN-441-10	20th Century British Literature T R 1:00 PM - 2:15 PM	3.00 Nancy Cervetti	Y BOR 402
EN-499C-10	Senior Seminar F 9:00 AM - 11:40 AM	3.00 Mary Bensen	Y BOR 402

Geography

GG-101-10	World Geography T R 8:00 AM - 9:15 AM	3.00 Staff	ORI 202
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Freshman Seminar

FS-101-10	Freshman Seminar M W 12:30 PM - 1:20 PM 12 weeks	1.00 Staff	TBA
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History

HI-111C-10 Level II	World Civilization I M W 2:00 PM - 3:15 PM	3.00 Jeffrey Myers	ORI 207
HI-111C-11 Level II	World Civilization I T R 8:00 AM - 9:15 AM	3.00 Jeffrey Myers	ORI 207
HI-121C-10 Level II	American Experience I M W 3:30 PM - 4:45 PM	3.00 Sherry Schirmer	ORI 207
HI-121C-11 Level II	American Experience I T R 1:00 PM - 2:15 PM	3.00 Sherry Schirmer	ORI 207
HI-323-10	The Civil War Era T R 9:30 AM - 10:45 AM	3.00 Sherry Schirmer	ORI 207
HI-365-10	The Era of World Wars T R 11:00 AM - 12:15 PM	3.00 Jeffrey Myers	ORI 207
HI-499C-10	Senior Thesis F 9:00 AM - 11:40 AM	3.00 Jeffrey Myers	Y ORI 212

Interdisciplinary Studies

IS*TH-311C-20 Level III	Peace Studies W 6:00 PM - 8:40 PM	3.00 Steve Iliff Barbara Jennings	Y ORI 204
IS-318-10 Level III	The Mask M W 2:00 PM - 3:15 PM	3.00 Charlene Gauld Susan Lawlar	Y HOD 714 DAL 811
IS-325-40 Level III	Cults, Sects & Utopias F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 9/24-25, 10/29-30, 11/19-20	3.00 Dona Neuman Sherry Schirmer	Y ORI 205
IS*PS-327-10 Level III	Power & Powerlessness T 1:00 PM - 2:15 PM R 1:00 PM - 3:40 PM	3.00 Jahn Theis Dana Neuman	Y ORI 206
IS-328-10 Level III	Creative Dramatics for Ed M W 12:30 PM - 1:45 PM	3.00 Karen Garber Charlene Gould	Y BOR 424

IS-330-10 Level III	Prometheus Unbound Sci/Hist of Tech M W 10:30 AM - 11:45 AM	3.00 Eric Andersen Jeffrey Myers	Y ORI 212
IS*WS-331-40 Level III	Women in Science F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 9/17-18, 10/8-9, 11/5-6	3.00 Steve Daggett Nancy Cervetti	Y ORI 206
IS-498-10 Level IV	Senior Exp: Technology & Culture T 8:30 AM - 5:00 PM 10/26 Only	1.00 Linda Cleveland	Y WHI CEN

Legal Studies (Paralegal Program)

LG-100C-20	Introduction to Paralegal T 6:00 PM - 8:40 PM	3.00 Staff	ORI 212
LG-345-20	Litigation I R 6:00 PM - 8:40 PM	3.00 Staff	ORI 207
LG-346-20	Employment Law M 6:00 PM - 8:40 PM	3.00 Judy Gibbs	Y BOR 403
LG-350-20	Wills, Trust & Estates R 6:00 PM - 8:40 PM	3.00 Staff	ORI 211
LG-380-50	Paralegal: Special Topics	1.00 Staff	ARR

Mathematics

MA-095-10	Basic Algebra M W F 8:00 AM - 8:50 AM	3.00 Angela Metzger	ORI 103
MA-095-11	Basic Algebra M W F 9:00 AM - 9:50 AM	3.00 Angela Metzger	ORI 103
MA-095-20	Basic Algebra M W 6:00 PM - 7:15 PM	3.00 Staff	ORI 205
MA-115-10 Level I	Finite Mathematics M W F 11:00 AM - 11:50 AM	3.00 Judy Munshower	Y ORI 205
MA-120-10 Level I	College Algebra T R 11:00 AM - 12:15 PM	3.00 Judy Munshower	Y ORI 204
MA-120-11 Level I	College Algebra T R 1:00 PM - 2:15 PM	3.00 Judy Munshower	Y ORI 204
MA-210-10 Level I	Calculus I M W F 9:00 AM - 9:50 AM T R 9:30 AM - 10:20 AM	5.00 Don Faurat	Y ORI 211
MA-235-10	Calculus III M T R F 11:00 AM - 11:50 AM	4.00 Dan Faurat	Y WHI 506
MA-305-10	Geometry: Elementary & Middle T R 9:30 AM - 10:45 AM	3.00 Staff	Y HOD 704
MA-306-10	Methods: Elementary & Middle M W 9:00 AM - 10:15 AM	3.00 Staff	Y HOD 704
MA-325-10	Numerical Methods M W F 1:00 PM - 1:50 PM	3.00 Judy Munshower	Y ORI 204
MA-340-10	Modern Geometry M W F 1:00 PM - 1:50 PM	3.00 - 4.00 Dan Faurat	Y ORI 205
MA-360-10	Math Probability & Statistics I M W F 10:00 AM - 10:50 AM	3.00 Beth Henkle	Y ORI 205

Medical Technology

MT-380-50	Topics Clinical Lab Science	1.00 - 3.00 Staff	Y ARR
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Fall 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
MT-451-50	Phlebotomy/Pathological Anatomy MTWRF 8:00 AM - 1:00 PM	1.00 Janet Coleman	Y ARR	
MT-452-10	Methad Development & Evaluation MTWRF 8:00 AM - 1:00 PM	1.00 Sandy Schupbach	Y O/C	
MT-453-10	Clinical Chemistry MTWRF 7:00 AM - 3:30 PM	6.00 Julianne Drees	Y O/C	
MT-454-10	Clinical Microbiology MTWRF 7:00 AM - 3:30 PM	6.00 Jan Gaadwin	Y O/C	
MT-455-10	Clinical Hematology MTWRF 7:00 AM - 3:30 PM	4.00 Evelyn Cruz-Puna	Y O/C	
MT-456-10	Diagnostic Immunology MTWRF 7:00 AM - 3:30 PM	3.00 Cheryl Gerhardt	Y O/C	
MT-457-10	Immunohematology I MTWRF 7:00 AM - 3:30 PM	3.00 Patricia Karphage	Y O/C	
MT-458-10	Hemastasis MTWRF 7:00 AM - 3:30 PM	1.00 Linda Siders	Y O/C	
MT-459-10	Urinalysis MTWRF 7:00 AM - 3:30 PM	1.00 Marsha Russ	Y O/C	
MT-460-10	Immunohematology II MTWRF 7:00 AM - 3:30 PM	1.00 Mary Kawalski	Y O/C	
MT-461-50	Medical Tech Seminar I	1.00 Elaine Hastetler	Y ARR	
MT-462C-50	Medical Tech Seminar II	2.00 Elaine Hastetler	Y ARR	
MT-463C-50	Medical Tech Seminar III	2.00 Elaine Hastetler	Y ARR	
MT-485-50	Special Practicum Clinical Lab	1.00 - 3.00 Staff	Y ARR	
MT-487-50	Adv Practicum Clinical Lab Science	1.00 - 3.00 Staff	Y ARR	

Music

MU-103-50	Music Fundamentals	1.00 Staff	ARR	
MU-107-10	Introduction to Voice I F 1:00 PM - 1:50 PM	1.00 Staff	BOR 318	
MU-110C-10 Level II	Music Appreciation M W 10:30 AM - 11:45 AM	3.00 Cynthia Hukill	BOR 403	
MU-110C-11 Level II	Music Appreciation T R 1:00 PM - 2:15 PM	3.00 Staff	BOR 403	
MU-119-50	Beginning Guitar	1.00 Joseph English	ARR	\$175
MU-151-10	College Choir T R 11:00 AM - 12:15 PM	1.00 Staff	BOR 318	
MU-373-10	Music Theory III w/Lab M W F 12:30 PM - 1:20 PM T R 1:00 PM - 1:50 PM	4.00 Cynthia Hukill	Y BOR 307	

Natural Science

NS-250C-10 Level II	Astronomy T R 8:00 AM - 9:15 AM M 7:00 PM - 8:50 PM	4.00 Eric Anderson	ORI 105	
NS-497C-50	Research I	1.00 - 2.00 Staff	Y ARR	

NS-498C-50	Research II	1.00 - 2.00 Staff	Y ARR	\$50
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Nursing

NU-451C-10	Nursing Concepts M W 1:00 PM - 2:50 PM	4.00 Martha Blackman	Y BOR 423	\$25
NU-453-10	Health Assessment T 1:30 PM - 3:20 PM * Must choose a lab	3.00 Lanna Baen	Y BOR 423	\$25
NU-453-11	Health Assessment Lab 1 R 10:00 AM - 11:50 AM	0.00 Lanna Baen	Y BOR 319	
NU-453-12	Health Assessment Lab 2 R 1:00 PM - 2:50 PM	0.00 Michele Hinds	Y BOR 319	
NU-454C-10	Socialization into Nursing M 9:00 AM - 11:50 AM	3.00 Michele Hinds	Y BOR 423	\$25
NU-457-10	Patient Care Skills W 11:00 AM - 11:50 AM * Must choose a lab	3.00 Martha Blackman	Y BOR 423	\$25
NU-457-11	Patient Care Skills Lab 1 T F 8:00 AM - 9:50 AM	0.00 Martha Blackman Lanna Baen	Y BOR 319	
NU-457-12	Patient Care Skills Lab 2 T F 10:30 AM - 12:20 PM	0.00 Martha Blackman Lanna Baen	Y BOR 319	
NU-462C-10	Research in Nursing M 10:30 AM - 11:45 AM R 11:00 AM - 12:15 PM	3.00 Susan Fetsch	Y BOR 424	\$25
NU-465-10	Mental Health F 9:00 AM - 11:50 AM Clinical dates and times to be announced	5.00 Brenda Patzel	Y BOR 423	\$65
NU-467-10	Continuum of Care for the Adult M R 1:00 PM - 2:15 PM Clinical dates and times to be announced	6.00 Janet Ahlstrom	Y BOR 420	\$65

Physics

PH-117-20 Level II	Physics Concepts w/Lab M W 6:00 PM - 7:15 PM W 7:20 PM - 9:10 PM	3.00 Douglas Giesler	ORI 211 ORI 108	\$50
PH-231-10	General Physics I w/Lab M W F 8:00 AM - 9:50 AM	5.00 Eric Anderson	Y ORI 105	\$50

Philosophy

PL-111C-10 Level II	Introduction to Philosophy M W F 8:00 AM - 8:50 AM	3.00 Ruth Stuckel	BOR 403	
PL-111C-11 Level II	Introduction to Philosophy T R 9:30 AM - 10:45 AM	3.00 Ruth Stuckel	BOR 401	
PL-111C-12 Level II	Introduction to Philosophy T R 4:00 PM - 5:15 PM	3.00 Richard Batkin	BOR 403	
PL-111C-20 Level II	Introduction to Philosophy R 6:00 PM - 8:40 PM	3.00 Richard Batkin	BOR 420	
PL*WS-225-40	Women Philosophers F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 11/12-13	1.00 Ruth Stuckel	ORI 206	
PL-255C-10 Level II	Ethics M W 9:00 AM - 10:15 AM	3.00 Ruth Stuckel	BOR 403	
PL-255C-11 Level II	Ethics T R 8:00 AM - 9:15 AM	3.00 Ruth Stuckel	BOR 423	

Fall 1999 Course List

Dept. No. Sec. Core Levels	Title Dotes Time	Credits Instructor	Pre-Req Location	Fee
PL-255C-40 Level II	Ethics F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 AM 9/24-25, 10/22-23, 11/12-13	3.00 Tom Turner	ORI 212	

Political Science

PS-120-10 Level II	American Notional Government M W 10:30 PM - 11:45 PM	3.00 John Theis	ORI 102	
PS-120-11 Level II	American Notional Government T R 9:30 AM - 10:45 AM	3.00 John Theis	ORI 204	
PS-230-20	Quantitative Methods M 6:00 PM - 8:40 PM	3.00 Dovid Wissmann	Y ORI 204	
PS-231-10	American Justice System M W F 8:00 AM - 8:50 AM	3.00 Derek Moorhead	ORI 206	
PS*IS-327-10 Level III	Power & Powerlessness T 1:00 PM - 2:15 PM R 1:00 PM - 3:40 PM	3.00 John Theis Dono Neumon	Y ORI 206	
PS-337-40	Aviation Low F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 11/12-13	1.00 Joe Brennon	ORI 202	
PS-345-20	Litigation I R 6:00 PM - 8:40 PM	3.00 Stoff	ORI 207	
PS-380-40	Drugs, Politics & Democracy F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 9/17-18	1.00 John Theis	ORI 202	
PS-380-41	Politics of the Civil War F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 10/22-23	1.00 Kirk Rodden	ORI 202	
PS-380-50	Mock Trials	1.00 Derek Moorhead	ARR	
PS-397C-20	Research Methods T 6:00 PM - 8:40 PM	3.00 Dovid Wissmann	Y ORI 211	
PS-422-10	Elections & Voting M W 9:00 AM - 10:15 AM	3.00 John Theis	ORI 202	

Psychology

PY-101C-10 Level II	General Psychology M W F 8:00 AM - 8:50 AM	3.00 Stoff	ORI 205	
PY-101C-11 Level II	General Psychology T R 9:30 AM - 10:45 AM	3.00 Stoff	WHI 506	
PY-101C-12 Level II	General Psychology T R 2:30 PM - 3:45 PM	3.00 Staff	ORI 205	
PY-201-10	Theories of Personality M W 9:00 AM - 10:15 AM	3.00 Stoff	Y BOR 420	
PY-203-10	Cognitive Psychology T R 2:30 PM - 3:45 PM	3.00 Cothy Bogort	Y DAL 820	
PY-220-10	Child & Adolescent Psychology T R 8:00 AM - 9:15 AM	3.00 Stoff	Y ORI 211	
PY-225-10	Educational Psychology M W 2:00 PM - 3:15 PM	3.00 Fred Geer	ORI 205	
PY-230-20	Quantitative Methods M 6:00 PM - 8:40 PM	3.00 Dovid Wissmann	Y ORI 204	
PY-235-10	Psychology of Exceptional Child F 9:00 AM - 11:40 AM	3.00 Fred Geer	HOD 704	

PY-310-10	Abnormal Psychology T R 1:00 PM - 2:15 PM	3.00 Stephen Sirridge	Y ORI 202	
PY*WS-312-10 Level II	Psychology of Women M W 3:30 PM - 4:45 PM	3.00 Cothy Bogort	Y ORI 211	
PY-316-10	Social Psychology T R 11:00 AM - 12:15 PM	3.00 Dono Neumon	Y ORI 205	
PY-380-40	Psychology & the Law F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 10/29-30	1.00 Sondro Groy	Y ORI 211	
PY-383-10	Human Behavior and Addictions T R 9:30 AM - 10:45 AM	3.00 Stephen Sirridge	ORI 202	
PY-390-51	Directed Study	1.00 - 3.00 Cothy Bogort	Y ARR	
PY-390-52	Directed Study	1.00 - 3.00 Stephen Sirridge	Y ARR	
PY-485-51	Proctium	1.00 - 3.00 Cothy Bogort	Y ARR	
PY-485-52	Proctium	1.00 - 3.00 Stephen Sirridge	Y ARR	
PY-497C-10	Independent Research I W 1:00 PM - 1:50 PM	2.00 Stoff	Y HOD 704	
PY-498C-50	Independent Research II	1.00 - 3.00 Stoff	Y ARR	

Graduate Courses in Psychology

PY-601-20	Statistics T 6:00 PM - 8:40 PM	3.00 Cothy Bogort	Y ORI 204	
PY-605-20	Theories & Methods of Counseling M 6:00 PM - 8:40 PM	3.00 Sondro Groy	Y BOR 420	
PY-610-20	Personality Development W 6:00 PM - 8:40 PM	3.00 Stephen Sirridge	Y HOD 704	
PY-635-10	Individual Intelligence Assessment T 4:00 PM - 6:30 PM	3.00 Fred Geer	Y HOD 704	\$50
PY-655-20	Advanced Social Psychology M 6:00 PM - 8:40 PM	3.00 Cothy Bogort	Y BOR 424	
PY-680-40	Psychology & the Law F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 10/29-30	1.00 Sondro Groy	Y ORI 211	
PY-685-10	Proctium R 4:00 PM - 5:50 PM	3.00 Cothy Bogart	Y BOR 420	
PY-690-51	Directed Study	1.00 - 3.00 Cothy Bogort	Y ARR	
PY-690-52	Directed Study	1.00 - 3.00 Stephen Sirridge	Y ARR	
PY-695-10	Internship W 4:00 PM - 5:30 PM	1.00 - 5.00 Stephen Sirridge	Y HOD 704	

Radiologic Technology

RT-455-10	Radiologic Science II T R 8:00 AM - 9:15 AM	3.00 Corole Urbonski	Y ORI 111	
RT-456-10	Radiologic Science III W 4:00 PM - 5:40 PM	2.00 Stoff	Y ORI 111	

Fall 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
RT-457-10	Radialagic Procedures III T R 9:30 AM - 10:45 AM * Must choose a lab	4.00 Carale Urbanski	Y ORI 111	
RT-457-11	Rad Procedures III Lab #1 T 1:00 PM - 1:50 PM	0.00 Staff	Y ORI 111	
RT-457-12	Rad Procedures III Lab #2 R 1:00 PM - 1:50 PM	0.00 Staff	Y ORI 111	
RT-461-50	Clinical Education II	5.00 Stephanie Whisler	Y ARR	\$25
RT-465-50	Clinical Education VI	5.00 Stephanie Whisler	Y ARR	\$25
RT-469C-20	Cross-Sectional Anatomy W 6:00 PM - 8:40 PM	3.00 Stephanie Whisler	Y ORI 111	\$25
RT-480-50	Special Procedures Topics	2.00 Carale Urbanski	Y ARR	
RT-485-50	Teaching Practicum	2.00 Carale Urbanski	Y ARR	
RT-486-50	Clinical Practicum	3.00 Stephanie Whisler	Y ARR	\$25
RT-488-10	Rad Curriculum Review W 9:00 AM - 10:50 AM	2.00 Carale Urbanski	Y ORI 111	
RT-490-50	DS: Radiology Management	3.00 Carale Urbanski	Y ARR	
RT-492-50	Ed Admin: Radiologic Science	2.00 Carale Urbanski	ARR	
RT-499C-50	Senior Capstone	1.00 Carale Urbanski	Y ARR	

Sociology

SO-101C-10 Level II	Introduction To Sociology M W 10:30 AM - 11:45 AM	3.00 David Wissmann	ORI 204	\$6
SO-101C-11 Level II	Introduction to Sociology F 10:00 AM - 12:40 PM	3.00 Dana Neuman	ORI 204	\$6
SO-221-10	Cultures of World: Asia and Pacific T R 9:30 AM - 10:45 AM	3.00 David Wissmann	ORI 212	
SO-230-20	Quantitative Methods M 6:00 PM - 8:40 PM	3.00 David Wissmann	Y ORI 204	
SO-316-10	Social Psychology T R 11:00 AM - 12:15 PM	3.00 Dana Neuman	Y ORI 205	
SO-320-10	Social Systems M W 9:00 AM - 10:15 AM	3.00 Dana Neuman	Y ORI 206	
SO-380-50	Directed Studies: Community	3.00 David Wissmann	ARR	
SO-397C-20	Research Methods T 6:00 PM - 8:40 PM	3.00 David Wissmann	Y ORI 211	
SO-495-50	Internship	3.00 Dana Neuman	Y ARR	
SO-499C-50	Independent Research	3.00 David Wissmann	Y ARR	

Spanish

SP-111-10	Spanish I T R 4:00 PM - 5:15 PM	3.00 Jahn Sanders	ORI 203	
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SP-112-20	Spanish II T R 6:00 PM - 7:15 PM	3.00 Jahn Sanders	Y ORI 203	
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Social Work

SW-201-10	Introduction to Social Work W 1:00 PM - 2:50 PM	2.00 Lari Kyle	ORI 207	
SW-225-20	Issues in Funding R 6:00 PM - 8:40 PM	3.00 Mehdi Shariati	ORI 205	
SW-280-50	Mini Agency	1.00 Roena Haynie	Y ARR	
SW-311-40	Child Abuse F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 8/20-21, 8/27-28, 9/10-11	3.00 Raena Haynie	ORI 211	
SW-397C-20	Research Methods T 6:00 PM - 8:40 PM	3.00 David Wissmann	Y ORI 211	
SW-451C-10	Human Behavior I M W 10:30 AM - 11:45 AM	3.00 Raena Haynie	Y ORI 202	
SW-462-10	Social Work Practice II T 9:00 AM - 11:40 AM	3.00 Staff	Y ORI 206	
SW-496-50	Field Instruction	5.00 Shirley Stewart	Y ARR	
SW-499C-10	Field Seminar R 9:30 AM - 11:30 AM	1.00 Shirley Stewart	Y ORI 206	

Theology

TH-111-10 Level II	Introduction to Theology M W 2:00 PM - 3:15 PM	3.00 Staff	BOR 403	
TH-111-11 Level II	Introduction to Theology M W 3:30 PM - 4:45 PM	3.00 Staff	BOR 403	
TH-113C-10 Level II	New Testament T R 9:30 AM - 10:45 AM	3.00 Staff	BOR 403	
TH-113C-11 Level II	New Testament T R 11:00 AM - 12:15 PM	3.00 Staff	BOR 403	
TH*IS-311C-20 Level III	Peace Studies W 6:00 PM - 8:40 PM	3.00 Steve Iliff Barbara Jennings	ORI 204	

Theater

TR-211-10	Voice/Diction & Dialects M W F 9:00 AM - 9:50 AM	3.00 Cinnamon Schultz	BOR 318	
TR-227-10	Stage Makeup M W 3:30 PM - 4:45 PM	2.00 Lari Whitsitt	GOP	
TR-251-10	Stagecraft T R 9:30 AM - 10:45 AM * Must choose a lab	4.00 Lari Whitsitt	BOR 402	
TR-251L-11	Stagecraft Lab 1 T R 1:00 PM - 2:50 PM	0.00 Lari Whitsitt	GOP	
TR-251L-12	Stagecraft Lab 2 T R 3:00 PM - 4:50 PM	0.00 Lari Whitsitt	GOP	
TR-271-10	Principles of Acting M W F 10:00 AM - 10:50 AM	3.00 Robert Faulk	HOD 714	
TR-285-50	Theater Tech Practicum	1.00 Lari Whitsitt	Y ARR	
TR-285-51	Costume Practicum	1.00 Lari Whitsitt	Y ARR	

Fall 1999 Course List

Dept. No. Sec. Core Levels	Title Dotes Time	Credits Instructor	Pre-Req Location	Fee
TR-285-52	Stoge Monagement Procticum	1.00 Robert Foulk	Y ARR	
TR-285-53	Theoter Monagement Procticum	1.00 Chorlene Gould	Y ARR	
TR-285-54	Directing Procticum	1.00 Chorlene Gould	Y ARR	
TR-361-10	Stoge Monagement M W 12:30 PM - 1:45 PM	3.00 Robert Foulk	BOR 402	
TR-390-50	Directed Studies	3.00 Stoff	Y ARR	
TR-425-10	Dromotic Theory & Criticism M W F 11:00 AM - 11:50 AM	3.00 Chorlene Gould	BOR 420	
TR-454-10	Advonced Lighting & Sound Design T R 11:00 AM - 12:15 PM	3.00 Lori Whatsitt	Y GOP	
TR-457-50	Advonced Design Projects	2.00 Stoff	Y ARR	
TR-473-10	Acting Styles II M W 2:00 PM - 3:15 PM	3.00 Robert Foulk	Y HOD 714	
TR-490-50	Directed Studies	3.00 Stoff	Y ARR	
TR-495-50	Internship	3.00 Stoff	Y ARR	
TR-499-50	Senior Project	3.00 Stoff	Y ARR	

Women's Studies

WS*PL-225-40	Women Philosophers F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 11/12-13	1.00 Ruth Stuckel	ORI 206	
WS*EN-275C-10 Level II	Women & Literature T R 9:30 AM - 10:45 AM	3.00 Nancy Cervetti	BOR 420	
WS*EN-275C-20 Level II	Women & Literature M 6:00 PM - 8:40 PM	3.00 Nancy Cervetti	BOR 402	
WS*PY-312-10 Level II	Psychology of Women M W 3:30 PM - 4:45 PM	3.00 Cothy Bogort	ORI 211	
WS*IS-331-40 Level III	Women in Science F 6:00 PM - 10:00 PM S 8:30 AM - 5:00 PM 9/17-18, 10/8-9, 11/5-6	3.00 Nancy Cervetti Steve Doggett	ORI 205	
WS*CO-383-10	Women & Medio T R 1:00 PM - 2:15 PM	3.00 Dotty Homilton	DAL 800	\$20



Dept. No. Sec. Core Levels	Title Dotes Time	Credits Instructor	Pre-Req Location	Fee
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Evening Courses

Accounting

AC-201-20	Principles of Accounting I W 6:00 PM - 8:40 PM	3.00 Stoff	Y WHI 507	
AC-250-20	Accounting Issues M 6:00 PM - 8:40 PM	3.00 Bonnie Givens	Y WHI 507	
AC-361-20	Intermediote Accounting I R 6:00 PM - 8:40 PM	3.00 Doris Frede	Y ORI 204	
AC-451C-20	Tox Accounting I T 6:00 PM - 8:40 PM	3.00 Doris Frede	Y WHI 507	

Art

AR-221-20	Beginning Photography R 6:00 PM - 10:00 PM	3.00 Kurtis Krocke	\$50 DAL 812	
AR-231-20	Beginning Ceromics W 6:00 PM - 10:00 PM	3.00 Tom Creomer	\$50 DAL 813	
AR-271-20	Moc Desktop Publishing W 6:00 PM - 8:40 PM	3.00 Roger Hunt	\$25 ORI 104	
AR-280-20	Moc Software: Illustrator M 6:00 PM - 8:40 PM	3.00 Jeremy Wilkinson	\$25 ORI 104	
AR-353-20	Theory & Methods of Art Therapy M 6:00 PM - 8:40 PM	3.00 Louro Aube	Y \$20 DAL 811	
AR-359-20	Art As Therapy W 6:00 PM - 8:00 PM	2.00 Louro Aube	\$10 DAL 811	

Biology

BI-325-20	Pathological Physiology M W 6:00 PM - 7:40 PM	4.00 Elizabeth Evons	Y ORI 215	
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Business

BU-110C-20	Understood Computers: Windows R 6:00 PM - 8:40 PM	3.00 Bill Moron	ORI 102/106	
BU-310-20	Marketing M 6:00 PM - 8:40 PM	3.00 Brion Buckler	Y ORI 206	
BU-322C-20	Org Behavior & Developmt T 6:00 PM - 8:40 PM	3.00 Donold Miller	Y ORI 206	
BU-326-20	Operations Monagement W 6:00 PM - 8:40 PM	3.00 Stoff	Y ORI 202	
BU-346-20	Employment Low M 6:00 PM - 8:40 PM	3.00 Judy Gibbs	Y ORI 207	
BU-415C-20	Marketing Policy R 6:00 PM - 8:40 PM	3.00 A.J. Lutz	Y ORI 202	
BU-435C-20	Finoncial Policy R 6:00 PM - 8:40 PM	3.00 Robert Gay	Y WHI 507	
BU-437-20	Internotional Finonce W 6:00 PM - 8:40 PM	3.00 Stoff	Y ORI 206	
BU-499C-20	Business Policy W 6:00 PM - 8:40 PM	3.00 Robert Gay	Y WHI 505	

Graduate Courses for Master of Business Administration (MBA)

All MBA courses meet: 9/6/99 - 11/19/99

AC-650-25	Monogerial Accounting M 6:00 PM - 9:20 PM	3.00 Stoff	Y WHI 505	
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Fall 1999 Course List

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Fee Location
BU-613-25	Pramation R 6:00 PM - 9:20 PM	3.00 Staff	Y WHI 505
BU-615-25	Marketing Strategy W 6:00 PM - 9:20 PM	3.00 Brian Buckler	Y ORI 207
BU-621-25	Management Proccss T 6:00 PM - 9:20 PM	3.00 Staff	ORI 207
BU-664-25	Seminar in Mgmt Infa Systems W 6:00 PM - 9:20 PM	3.00 Staff	Y BOR 401
BU-673-25	Special Problems Health Care W 6:00 PM - 9:20 PM	3.00 Staff	Y BOR 402
BU-699-25	Organizational Policy & Strategy T 6:00 PM - 9:20 PM	3.00 Robert Gay	Y WHI 505
EC-501-25	Ecanamic Concepts M 6:00 PM - 9:20 PM	3.00 Staff	ORI 202
EC-612-25	Managerial Ecanomics R 6:00 PM - 9:20 PM	3.00 Staff	Y ORI 212

Communication

CO-223-20	Intraduction to Media Production R 6:00 PM - 8:40 PM	3.00 David Vandivart	\$40 DAL 800
CO-235-20	Principles of Advertising M 6:00 PM - 8:40 PM	3.00 Staff	DAL 820
CO-327-20	Videa Production T 6:00 PM - 8:40 PM	3.00 Ben Meade	\$40 DAL 800

Computer Science

CS-110C-20	Understand Computers: Windows R 6:00 PM - 8:40 PM	3.00 Bill Maran	ORI 102/106
CS-160-20	Visual Basic T 6:00 PM - 8:40 PM	3.00 Staff	Y ORI 102/106
CS-271-20	Mac Desktp Publishing W 6:00 PM - 8:40 PM	3.00 Rager Hunt	\$25 ORI 104
CS-280-20	Mac Illustratar M 6:00 PM - 8:40 PM	3.00 Jeremy Wilkinsan	\$25 ORI 104
CS-340-20	Database Management M 6:00 PM - 8:40 PM	3.00 Patrick Kapp	Y ORI 103/106
CS-360-20	Advanced C w/Visual C++ W 6:00 PM - 8:40 PM	3.00 Staff	Y ORI 103/106

Economics

EC-202C-20	Principles of Ecanomics II W 6:00 PM - 8:40 PM	3.00 Staff	Y ORI 212
EC-241-20	Quantitative Analysis M 6:00 PM - 8:40 PM	3.00 Ray Hartan	Y ORI 212

Education

ED-212-20	PE/Health Education W 6:00 PM - 8:40 PM	3.00 Staff	BOR 424
ED-287C-20	Educational Foundations M 6:00 PM - 8:40 PM	3.00 Reulan Levin	Y HOD 704
ED-340-20	Elementary Science Methads M 6:00 PM - 7:40 PM	2.00 Susan Zammar	Y ORI 102
ED-375-20	Reading in Content Area R 6:00 PM - 8:40 PM	3.00 Karen Garber	Y DAL 820

Dept. Na. Sec. Care Levels	Title Dates Time	Credits Instructor	Pre-Req Fee Location
Graduate Courses in Education			
ED-612-20	Measurement & Assessment T 7:00 PM - 9:30 PM	3.00 Fred Geer	Y HOD 704
ED-630-20	Advanced Curriculum Developmant T 7:00 PM - 9:30 PM	3.00 Reulan Levin	Y ORI 202
ED-675-20	Reading in Content Area R 6:00 PM - 8:40 PM	3.00 Karen Garber	Y DAL 820

English

EN*WS275C-20	Wamen & Literature Level II M 6:00 PM - 8:40 PM	3.00 Nancy Cervetti	BOR 402
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Interdisciplinary Studies

IS*TH311C-20	Peace Studies Level III W 6:00 PM - 8:40 PM	3.00 Steve Iliff Barbara Jennings	Y ORI 204
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Legal Studies (Paralegal Program)

LG-100C-20	Intraduction ta Paralegal T 6:00 PM - 8:40 PM	3.00 Staff	ORI 212
LG-345-20	Litigation I R 6:00 PM - 8:40 PM	3.00 Staff	ORI 206
LG-346-20	Emplayment Law M 6:00 PM - 8:40 PM	3.00 Judy Gibbs	Y BOR 403
LG-350-20	Wills, Trust & Estates R 6:00 PM - 8:40 PM	3.00 Staff	ORI 211

Mathematics

MA-095-20	Basic Algebra M W 6:00 PM - 7:15 PM	3.00 Staff	ORI 205
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Physics

PH-117-20	Physics Concepts w/Lab Level II M W 6:00 PM - 7:15 PM W 7:20 PM - 9:10 PM	3.00 Dauglas Giesler	\$50 ORI 211 ORI 108
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Philosophy

PL-111C-20	Intraduction ta Philipsaphy Level II R 6:00 PM - 8:40 PM	3.00 Richard Batkin	BOR 403
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Political Science

PS-230-20	Quantitative Methads M 6:00 PM - 8:40 PM	3.00 David Wissmann	Y ORI 204
PS-345-20	Litigation I R 6:00 PM - 8:40 PM	3.00 Staff	ORI 207
PS-397C-20	Research Methads T 6:00 PM - 8:40 PM	3.00 David Wissmann	Y ORI 211

Psychology

PY-230-20	Quantitative Methads M 6:00 PM - 8:40 PM	3.00 David Wissmann	Y ORI 204
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Graduate Courses in Psychology

PY-601-20	Statistics T 6:00 PM - 8:40 PM	3.00 Cathy Bagart	Y ORI 204
PY-605-20	Thearies & Methads af Counselling M 6:00 PM - 8:40 PM	3.00 Sandra Gray	Y BOR 420
PY-610-20	Persanality Developmant W 6:00 PM - 8:40 PM	3.00 Stephen Sirridge	Y HOD 704

Fall 1999 Course List

Dept. No. Sec. Core Levels	Title Dotes Time	Credits Instructor	Pre-Req Location	Fee
PY-655-20	Advanced Social Psychology M 6:00 PM - 8:40 PM	3.00 Cathy Bogort	Y BOR 424	

Radiologic Technology

RT-469C-20	Cross-Sectional Anotomy W 6:00 PM - 8:40 PM	3.00 Stephonie Whisler	Y ORI 111	\$25
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Sociology

SO-230-20	Quantitative Methods M 6:00 PM - 8:40 PM	3.00 Dovid Wissmann	Y ORI 204	
SO-397C-20	Research Methods T 6:00 PM - 8:40 PM	3.00 Dovid Wissmann	Y ORI 211	

Spanish

SP-112-20	Spanish II T R 6:00 PM - 7:15 PM	3.00 John Sanders	Y ORI 203	
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Social Work

SW-397C-20	Research Methods T 6:00 PM - 8:40 PM	3.00 Dovid Wissmann	Y ORI 211	
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Theology

TH*IS-311C-20 Level III	Peace Studies W 6:00 PM - 8:40 PM	3.00 Steve Iliff Borboro Jennings	ORI 204	
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Women's Studies

WS*EN-275C-20 Level II	Women & Literature M 6:00 PM - 8:40 PM	3.00 Nancy Cervetti	BOR 402	
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FALL 1999 SATURDAY & WEEKEND COURSE INFORMATION

Saturday Courses

Saturday Course Policies

1. The closing dates for registration and withdrawal are found in the class listings. There is no late charge for adding a Saturday class.
2. If you take any session of the six-week courses and intend to secure student loans, you must apply by July 30, 1999.
3. If you withdraw from six-week classes, you are eligible for refunds under the following schedule:
 - a. complete refund if the withdrawal takes place before the start of course.
 - b. 50% refund if the withdrawal takes place after the 1st meeting of the class.
 - c. no refund if the withdrawal takes place after the 2nd meeting of the class.
4. Deferred payment plans are available if you take the alternating six-week courses.
5. Students may withdraw from a six-week course with a grade of "W" up to and including the 4th meeting of the class.

Saturday/Evening Services

Students attending evening, weekend intensive and Saturday classes have a number of services available:

1. processing registration.
2. paying bills if students know their balances already (no cash).
3. obtaining various forms needed for academic purposes.

When classes are in session, the secretary is available on the 2nd floor of O'Rielly Hall.

Mon. - Thurs.	5 - 8:45 p.m.
Fri.	5:30 - 10 p.m.
Sat.	8 a.m. - 5 p.m.

Weekend Intensive Courses

Weekend Intensive Course Policies

1. The closing date for registration in a

weekend intensive course is one week prior to the beginning of the course. Exceptions to this policy are at the discretion of the academic department. There is no late charge for adding a weekend class.

2. You may withdraw from weekend intensive courses that meet one weekend any time prior to the beginning of the course.
3. You may withdraw from weekend intensive courses that meet on two or more weekends any time prior to the second weekend of the course.
4. If you are a part-time student and you withdraw from a weekend intensive course before the beginning of the course, you will receive full tuition reimbursement.
5. If you withdraw after the first weekend (for weekend classes of two or three credit hours) but before the second weekend of the course, you will receive 50% reimbursement for the course tuition.
6. If you are a full-time student and you withdraw from a weekend intensive course before it begins, you will receive tuition reimbursement as stated in the catalog.

7. The Credit/No Credit grade option is available to students for weekend intensive courses. For a one-credit course, this grading option must be contracted prior to the beginning of the course. If more than one-credit course, this grading option must be contracted prior to the second meeting of the course.
8. You are required to attend all sessions of a weekend intensive course. If you miss any part of the class, your final course grade may be reduced, possibly even to an "F." If you cannot attend all sessions, you should not enroll in a weekend intensive course or should withdraw from the class.

Weekend Intensive Courses

1. Required reading assigned prior to beginning of class.
2. Ordinarily students are tested on materials during first class.
3. Reading assignments are available in the library.
4. Reading assignments are available at least 10 days before first class day.



Fall 1999 Saturday & Weekend Intensive Course List

Dept. No. Sec.	Title	Credits	Pre-Req	Fee
Core Levels	Dotes Time	Instructor	Location	

Saturday Courses

September 11, 1999

ED-320-30	Microcomputers In Education	3.00		
S	8:30 AM-3:00 PM	Staff	ORI 102/104/106	
Course meets: 9/11 & 25, 10/9 & 30, 11/13, 12/4				
(Last day to register: 9/10; Last day to drop: 10/29)				

Includes word processing and database activities, various forms of record keeping, an introduction to Hypercard and other uses of computers in schools.

ED-520-30	Microcomputers In Education	3.00		
S	8:30 AM-3:00 PM	Staff	ORI 102/104/106	
Course meets: 9/11 & 25, 10/9 & 30, 11/13, 12/4				
(Last day to register: 9/10; Last day to drop: 10/29)				

See description above.

Weekend Intensive Courses

August 20-21, 1999

SW-311-40	Child Abuse & Neglect	3.00		
F	6:00 PM-10:00 PM	Roena Haynie	ORI 211	
S	8:30 AM-5:00 PM			
(1st of 3 sessions, next sessions: 8/27-28, 9/10-11)				

This course provides an overview of the child welfare system, including child abuse laws, reporting, and foster care; an example of family functioning and dysfunctioning in relationship to children's services; and an emphasis on the relationship of the family to subsystems such as school, neighborhood, and community.

August 27-28, 1999

SW-311-40	Child Abuse & Neglect			
F	6:00 PM-10:00 PM	Roena Haynie	ORI 211	
S	8:30 AM-5:00 PM			
(2nd of 3 sessions, next session: 9/10-11, see 8/20-21 for details)				

September 10-11, 1999

AR-110-40	Intro to Art: Gallery Tours	3.00		
Level II	F 6:00 PM-10:00 PM	Marci Aylward	DAL 800	
	S 8:30 AM-5:00 PM			
(1st of 3 sessions, next sessions: 10/1-2, 11/5-6)				

Provides a body of information and hands-on experience for making knowledgeable judgements about works of art and understanding the artistic ideas behind their creation. Course will include trips and tours to local galleries. May include studio work and meeting with artists.

ED-680-40	Tools & Strategies for Research	1.00	Y	
F	6:00 PM-10:00 PM	Kathleen Finegan	ORI 202	
S	8:30 AM-5:00 PM			

This course is a hands-on introduction to using the research tools in Education available at Avila's Hooley-Bundschu Library. Students will use print, CD ROM, and on-line resources such as ERIC, Education Index, Exceptional Child Education Resources, and the Internet. Topics will include search strategies, access to material, and evaluating sources.

SW-311-40	Child Abuse & Neglect			
F	6:00 PM-10:00 PM	Roena Haynie	ORI 211	
S	8:30 AM-5:00 PM			
(3rd of 3 sessions, see 8/20-21 for details)				

September 17-18, 1999

ED-367-40	Transition/Career Education	2.00		
F	6:00 PM-10:00 PM	Staff	ORI 211	
S	8:30 AM-5:00 PM			
(1st of 2 sessions, next session: 10/1-2)				

Methods for helping the exceptional child successfully make the transition from school to competitive employment with emphasis on appropriate transition goals and objectives. Legal and ethical considerations are explored.

Dept. No. Sec.	Title	Credits	Pre-Req	Fee
Core Levels	Dotes Time	Instructor	Location	

IS*WS-331-40	Women in Science	3.00	Y	
Level III	F 6:00 PM-10:00 PM	Steve Daggett	ORI 206	
	S 8:30 AM-5:00 PM	Nancy Cervetti		
(1st of 3 sessions, next sessions: 10/8-9, 11/5-6)				

A Women's Study and Natural Science interdisciplinary course that introduces the student to the complex and challenging relationship between women and science. Course includes (1) history of women and science; (2) 20th century and women and science; (3) analysis of scientific procedure and the value and impact of feminist critiques.

PS-380-40	Drugs, Politics, & Democracy	1.00		
F	6:00 PM-10:00 PM	John Theis	ORI 202	
S	8:30 AM-5:00 PM			

Role of drugs in our society, ways in which government has attempted to deal with these problems and the effects of drugs and the drug war on democratic principles.

WS*IS-331-40	Women in Science	3.00	Y	
Level III	F 6:00 PM-10:00 PM	Steve Daggett	ORI 206	
	S 8:30 AM-5:00 PM	Nancy Cervetti		
(1st of 3 sessions, next sessions: 10/8-9, 11/5-6)				

A Women's Study and Natural Science interdisciplinary course that introduces the student to the complex and challenging relationship between women and science. Course includes (1) history of women and science; (2) 20th century and women and science; (3) analysis of scientific procedure and the value and impact of feminist critiques.

September 24-25, 1999

CO-212C-40	Conflict Resolution	3.00		
Level II	F 6:00 PM-10:00 PM	Steve Iliff	DAL 800	
	S 8:30 AM-5:00 PM			
(1st of 3 sessions, next sessions: 10/22-23, 11/12-13)				

This course focuses on various strategies for dealing with conflict in a positive manner. It is designed to help students develop the skills necessary to resolve conflicts and have successful outcomes. The skills of listening, assertion, problem solving and conflict management are emphasized.

IS-325-40	Cults, Sects & Utopias	3.00	Y	
Level III	F 6:00 PM-10:00 PM	Dona Neuman	ORI 205	
	S 8:30 AM-5:00 PM	Sherry Schirmer		
(1st of 3 sessions, next sessions: 10/29-30, 11/19-20)				

Interdisciplinary study using history and sociology to compare/contrast three groups: sects, which focus on religious issues; cults, which are organized around a charismatic leader; utopias, which share a vision of an ideal lifestyle. Examines the attraction of these groups to individuals and how groups reflect the larger society (of which they are a part).

PL-255C-40	Ethics	3.00		
Level II	F 6:00 PM-10:00 PM	Tom Turner	ORI 212	
	S 8:30 AM-5:00 PM			
(1st of 3 sessions, next sessions: 10/22-23, 11/12-13)				

Critical examination of contemporary moral issues in light of underlying values, components of moral decision-making and standard ethical theories.

October 1-2, 1999

AR-110-40	Intro to Art: Gallery Tours			
Level II	F 6:00 PM-10:00 PM	Marci Aylward	DAL 800	
	S 8:30 AM-5:00 PM			
(2nd of 3 sessions, next session: 11/5-6, see 9/10-11 for details)				

CS-180-40	Computers, Ethics and Society	1.00		
F	6:00 PM-10:00 PM	Staff	ORI 102	
S	8:30 AM-5:00 PM			

This course will look at the effect computers has had on society and ethical issues that have developed over the last few years. Subjects covered include: Computers in an Ethical Framework, Computers and Personal Life, Computers and the Just Society, and Computing Professionals and Their Ethical Responsibilities. This course will meet the Social and Ethical component of the computer competency requirements.

ED-367-40	Transition/Career Education			
F	6:00 PM-10:00 PM	Staff	ORI 211	
S	8:30 AM-5:00 PM			
(2nd of 2 sessions, see 9/17-18 for details)				

Fall 1999 Saturday & Weekend Intensive Course List

Dept. No. Sec. Core Levels	Title Dates Time	Credits Instructor	Pre-Req Location	Fee
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October 8-9, 1999

CO-110-40 Level I	Fundamentals of Communication F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (1st of 3 sessions, next sessions: 10/29-30, 11/19-20)	3.00 Steve Iliff	DAL 820	
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Practical approach to the process of developing effective communication skills with special attention to individual needs. Interpersonal, small-group, and public communications skills are addressed as well as principles of listening and critical thinking.

CO-380-40	Alternative Cinema F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Ben Meade	DAL 800	\$10
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Course will examine the history and aesthetic of non-mainstream and cult film.

IS*WS-331-40 Level III	Women in Science F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 11/5-6, see 9/17-18 for details)	Y Steve Daggett Nancy Cervetti	ORI 206	
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WS*IS-331-40 Level III	Women in Science F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 11/5-6, see 9/17-18 for details)	Y Steve Daggett Nancy Cervetti	ORI 206	
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October 22-23, 1999

CO-212C-40 Level II	Conflict Resolution F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 11/12-13, see 9/24-25 for details)	Steve Iliff	DAL 800	
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ED-380-40	First Aid/CPR for Teachers F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (Education majors only)	1.00 Carol Frevert	ORI 204	\$50
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Are you prepared to handle a classroom emergency? This course will relate first aid to your lives and work situations as you learn to administer emergency first aid and perform CPR. Great skills to know for anyone who works with people.

PL-255C-40 Level II	Ethics F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 11/12-13, see 9/24-25 for details)	Tom Turner	ORI 212	
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PS-380-41	Politics of the Civil War F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Kirk Rodden	ORI 202	
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This course examines the politics of the Confederate States in the period leading up to the civil war. It will also examine the implications of those historical experiences on modern southern politics.

October 29-30, 1999

IS-325-40 Level III	Cults, Sects & Utopias F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (2nd of 3 sessions, next session: 11/19-20, see 9/24-25 for details)	Y Dona Neuman Sherry Schirmer	ORI 205	
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PL-255C-40 Level II	Ethics F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 9/24-25 for details)	Tom Turner	ORI 212	
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PY-380-40	Psychology and the Law F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Sandra Gray	Y ORI 211	
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An examination of the interaction between a scientific view of humans and the legal system.

PY-680-40	Psychology and the Law F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Sandra Gray	Y ORI 211	
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See description above.

November 5-6, 1999

AR-110-40 Level II	Intro to Art: Gallery Tours F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 9/10-11 for details)		Marci Aylward	DAL 800
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ED-366-40	Parent Conferencing: Secondary F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Staff		ORI 211
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Methods for communicating with parents of the high school student. Involvement of the family in the school community is stressed.

IS*WS-331-40 Level III	Women in Science F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 9/17-18 for details)		Steve Daggett Nancy Cervetti	Y ORI 206
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WS*IS-331-40 Level III	Women in Science F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 9/17-18 for details)		Steve Daggett Nancy Cervetti	Y ORI 206
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November 12-13, 1999

CO-212C-40 Level II	Conflict Resolution F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 9/24-25 for details)		Steve Iliff	DAL 800
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PL*WS-225-40	Women Philosophers F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Ruth Stuckel		ORI 206
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Examines the philosophy of contemporary women philosophers on a wide variety of subjects, including woman's nature and values, social and political philosophy, law, religion, and ethics. These writings present a woman's perspective with the intent of encouraging women to value and trust their experiences and ideas.

PS-337-40	Aviation Law F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Staff		ORI 202
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This course provides students, aircraft owners and pilots an overview of the aspects of the law that relate to Aviation. Topics include regulatory agencies and rulemaking, FAA enforcement, principles of liability, aviation insurance and exculpatory contracts.

WS*PL-225-40	Women Philosophers F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Staff		ORI 206
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Examines the philosophy of contemporary women philosophers on a wide variety of subjects, including woman's nature and values, social and political philosophy, law, religion, and ethics. These writings present a woman's perspective with the intent of encouraging women to value and trust their experiences and ideas.

November 19-20, 1999

CO-380-41	Advertising & the Creative Process F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Karl Yehle		ORI 211
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Techniques to stimulate creative thinking, especially applied to how media professionals build creative campaigns and generate ideas to sell products and services.

CS-180-41	Introduction to Personal Computer F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM	1.00 Staff		ORI 102/106
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This course will cover computer terminology, computer components, MS-DOS, Windows, and basic software applications. Specific topics covered will include: parts of a computer and how they work, DOS commands, working with floppy disks, working with hard disks, getting around in Windows, and running application software packages.

IS-325-40 Level III	Cults, Sects & Utopias F 6:00 PM-10:00 PM S 8:30 AM-5:00 PM (3rd of 3 sessions, see 9/24-25 for details)		Dona Neuman Sherry Schirmer	Y ORI 205
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OTHER PROGRAMS

Graduate Programs

Master of Business Admin., ext. 2321

Concentrations

- Accounting
- Finance
- General Management
- Health Care Administration
- International Business
- Management Information Systems
- Marketing

The MBA program provides preparation for men and women to assume administrative positions in a broad range of business and other types of institutions within society. A student with a bachelor's degree from an accredited institution in any academic discipline may apply to Avila's MBA program.

Master of Science in Education, ext. 3500

The goal of the graduate program in education is to provide practicing teachers with skills necessary to become truly effective "master" teachers. In addition, a focus of the course work is on becoming an instructional leader in the school. The graduate of Avila's Master of Science Degree in Education will be well equipped to serve as a member of school-based leadership teams, curriculum committees, parent liaison teams and in other important leadership positions.

Master of Science in Counseling

Psychology, ext. 3500

The Master of Science in Counseling Psychology (MSCP) program at Avila College is committed to the scientist-practitioner model to: 1) train master's-level psychologists for delivery of mental health services in a variety of settings, such as mental health clinics, counseling centers and human service agencies, and 2) prepare graduates for further study at the doctoral level. The MSCP program prepares graduates to meet Missouri state educational requirements for licensure as a Licensed Professional Counselor (LPC) and Kansas state educational requirements for licensure as a Licensed Master's Level Psychologist (LMLP). The MSCP program is a member of the Council of Applied Master's Programs in Psychology.

Avila Advantage Accelerated Program

Make the most of your time with the Avila Advantage adult degree completion program.

- Earn a Bachelor of Science in Business Administration Degree
- Convenient 5-week, 8-week and weekend intensive courses
- Flexibility of multiple start dates and course formats
- Flexibility to continue program at any time
- Personal attention from faculty who are business professionals
- Supportive adult learning environment

Avila Advantage Program Requirements

- A minimum of 30 hours of transferable credit
- Minimum of 3 years work experience or 23 years of age

For information contact:

Avila Advantage Program

11901 Wornall Road

Kansas City, MO 64145-1698

(816) 942-8400, ext. 2280

FAX (816) 941-4650

E-mail: Advantage@mail.Avila.edu

SL/ILCP & English Language Study

International students wishing to improve their English skills can apply directly to Avila College's Intensive Language and Culture Program (ILCP), which offers five entry points per year. NO TOEFL score is needed for admission to this English program. ILCP students can enroll in selected academic courses while they are studying ESL. International students can apply directly to the Intensive English Language and Culture Program before applying for admission to a degree program. Contact the ILCP Coordinator for further information at ext. 2372. Fax: (816) 942-3362 or e-mail:

InwardsBA@mail.Avila.edu.



AVILA HERITAGE, MISSION, PURPOSES & VALUES

Our Heritage

To understand the history of Avila College, you must first travel down a path that originated in 17th century France. Under the patronage of Saint Joseph, six women from LePuy, France, dedicated themselves to the "practice of all the spiritual and corporal works of mercy of which woman is capable and which will most benefit the ... dear neighbor."

Their mission to help others led them on a journey across the Atlantic Ocean, through the point of entry at New Orleans, Louisiana. Ultimately, they followed the mighty Mississippi River to the "gateway to the west" - St. Louis, Missouri, in 1836. The pioneering spirit of the Sisters was far from being quenched, though.

Nearly 30 years later, the Sisters blazed a new trail west from St. Louis to Kansas City, a burgeoning sprawl on the banks of the Missouri River. It was in Kansas City that they began St. Teresa's Academy, a private school for girls, that ultimately led to the creation of Avila College. In 1916, the Sisters founded the two-year, women-only St. Teresa College on the same campus as St. Teresa's Academy at 5600 Main Street. In 1940, the college became the four-year College of Saint Teresa. It was fully accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools in 1946.

By 1963, another chapter was added to the trailblazing heritage of the Sisters as constant growth caused the Sisters to look to the then-undeveloped southern edge of Kansas City at 119th Street and Wornall Road for a new location. The campus was built with a portion of the original Santa Fe Trail providing its southern border - creating a true intersection of pioneers. With the move came a change of the college's name to Avila College, still in honor of Saint Teresa of Avila.

In its brief history, Avila has paved the way for Kansas City's first baccalaureate degree program in social work as well as the area's first women's studies and gerontology studies programs. Avila College also offers one of the areas oldest

nursing degree programs. It became coeducational in 1969; established graduate degrees in business, education and psychology in 1978; and began Kansas City's first Weekend College in 1984. Avila completed a \$6 million capital campaign and celebrated 30 years at its current location in 1993; honored the 10th anniversary of current president, Dr. Larry Kramer, in 1995; and observed its 80th anniversary in 1996.

More than 1,400 students from over a dozen different countries and all parts of the United States cross paths at Avila College every year. Avila offers more than 35 undergraduate, professional, and preprofessional degree and certification programs, as well as three graduate programs.

Our Mission

Avila College is a value-based community of learning, Catholic, coeducational and sponsored by the Sisters of St. Joseph of Carondelet. In a climate respecting the worth and dignity of each individual, the College provides liberal arts, professional undergraduate and graduate education for students' responsible life-long contributions to the contemporary world.

Our Purposes

- Pursue academic excellence by providing an educational experience rooted in the Catholic tradition and in the spirit of the Sisters of St. Joseph, both of which emphasize collaboration, examination of social justice issues, responsiveness to the needs of others, and respect for the worth and dignity of each individual.
- Offer liberal arts and professional undergraduate and graduate programs grounded in scholarship with well-defined educational outcomes which emphasize communication and thinking skills, knowledge, and personal, social and spiritual development of each student.
- Strive for excellence through responsiveness to on-going assessment, evaluation and self-reflection.
- Promote student learning by emphasizing teaching-learning strategies that actively engage the

student in the learning process.

- Foster development of the whole person for life-long learning and service to the contemporary world through curricular and co-curricular programs.
- Serve a community of learners - primarily from the midwest - with diverse backgrounds and needs by providing a variety of educational formats.
- Address the broader educational needs of the greater Kansas City area by exploring, initiating and supporting partnerships within the community.

Our Values

The Avila community values ...

- Excellence in teaching and learning
- The Catholic identity of the College
- The sponsorship and contributions of the Sisters of St. Joseph
- The worth, dignity and potential of each human being
- Diversity and its expression
- Commitment to the continual growth of the whole person
- Interaction with and service to others

UNDERGRADUATE ADMISSION INFORMATION AND PROCEDURES

We are pleased you are applying for admission to Avila College. Please read all instructions carefully before completing the application for admission. We encourage you to complete your applications for admission and financial aid as early as possible to maximize your opportunities for receiving financial aid awards. There is no application fee. To apply for financial aid, you must complete a FAFSA (Free Application for Federal Student Aid) financial aid form for the academic year you plan to enroll. When you apply, be sure to indicate Avila's **FAFSA code #002449** as the institution code for Avila College in Section H of the FAFSA.

Applying for Undergraduate Admission

To qualify for admission to a bachelor's degree program at Avila, applicants must submit:

1. a completed admission application form, including the applicant's signature.
2. official transcripts from all secondary and post-secondary schools or colleges.
3. official ACT or SAT scores for first-time freshmen.
4. international students must also submit a TOEFL score (and financial support documentation prior to the issuance of an I-20).

Admission to Undergraduate Degree Programs

Graduation from an accredited secondary school or its equivalent is a prerequisite for admission to a bachelor's degree program at Avila.

APPLICATION INSTRUCTIONS

All applicants must submit the following materials as indicated:

Freshman Applicants

1. Completed Application for Admission. There is no application fee.
2. Official Secondary School Transcripts sent directly to Avila from all schools attended. You may apply as a freshman applicant after completing six semesters of transcripted high school or secondary school work. Final transcripts indicating high school graduation must be submitted to the Admissions Office before freshman classes start. Please request that your high school forward an official transcript of your final academic work to the Admissions Office as soon as you graduate.
3. ACT (American College Testing) or SAT (Scholastic Aptitude Test) scores are required of all freshman applicants who have attended secondary school in the U.S. and have not been out of school for more than one year. To send ACT scores to Avila College, use Avila's **ACT college code 2278**. To send SAT scores to Avila, use Avila's **SAT college code 6109**. If your ACT or SAT scores are already printed on your official transcripts, you need not order a separate score report.

Transfer Applicants

Transfer students are degree-seeking students who have previously enrolled in an accredited, post-secondary degree program after graduating from a secondary school.

1. Completed Application for Admission. There is no application fee.
2. Official Secondary School Transcripts (This requirement is waived for students who have completed twenty-four (24) college credit hours.)
3. Official transcript(s) of all college-level work completed sent directly to Avila from all institutions attended.

Teacher Certification Applicants

Applicants for teacher certification must have received a bachelor's degree from an accredited post-secondary institution. They must submit the same material as transfer applicants. However, their final college transcripts must indicate conferral of a bachelor's degree.

Paralegal Certificate Applicants

Applicants for the paralegal certificate program must submit the same materials as transfer applicants.

Admission for International Students

International students are applicants who are not U.S. citizens or permanent residents. They must file all application materials for the degree program to which they are applying as well as the items listed below:

1. Official transcripts from all secondary schools and universities attended. All transcripts not written in English must be accompanied by notarized English translations.
2. All transcripts should include the following information:
 - dates of attendance
 - courses taken and grades received
 - degree earned and date received (if applicable)
3. All international students must submit an official TOEFL score report or equivalent (see below). The TOEFL college code for Avila College is **6109**.
4. All admitted international students must submit a recent Statement of Finance. Proof of support may be a bank statement or other documents guaranteeing the student's ability to meet the costs of study in the U.S., dated within the last six months. If the funds belong to a parent or sponsor, the sponsor must also submit a letter of intent to sponsor the student's tuition and living expenses.

5. When an accepted international student has paid the \$100 non-refundable tuition deposit and provided a Statement of Finance, the Admissions Office will issue an I-20 application for a non-immigrant student visa.

TOEFL

TOEFL is required as proof of English proficiency unless the student is a native speaker of English from a country whose main language is English. The TOEFL requirement is sometimes waived for students who have completed high school or at least one year of study at a university where all instruction was conducted in English. The minimum TOEFL score for regular admission to an undergraduate degree program is 550. Students who need further study of English before beginning a degree program can enroll at Avila College to study English as a Second Language (ESL).

ILCP and English Language Study

International students wishing to improve their English skills can apply directly to the Avila Intensive Language and Culture Program (ILCP), which offers five entry points per year. No TOEFL score is needed for admission to this English program. ILCP students can enroll in selected academic courses while they are studying ESL. International students can apply directly to the Intensive English Language and Culture Program before applying for admission to a degree program. Please contact the Coordinator of the ILCP for further information at ext. 2372. The FAX number is (816) 942-3362 or e-mail at: InwardsBA@mail.Avila.edu.

DECISIONS FOR ALL APPLICANTS

Admission decisions are made on a “rolling admissions” basis. As soon as an applicant’s file is complete, the Admissions Office evaluates the application for admission and notifies the student of the decision. Financial aid decisions and awards are made in the spring for the following academic year. Students who complete applications for admission and financial aid early maximize their opportunities for scholarships.

CAMPUS VISITS

We encourage you to visit Avila’s campus during the academic year to speak with faculty and students and observe classes. Throughout the year, Avila offers student-guided tours and one-on-one information sessions with an Admissions Counselor. An optional admissions interview is the best way to learn about specific programs. Please call ahead to sign up for a campus tour and interview.

ONCE YOU ARE ACCEPTED

Accepted students need to confirm their intention to enroll at Avila by submitting the \$100 tuition deposit, which is refundable until May 1. Students who plan to live on campus in Avila residence halls must also submit an additional \$50 campus housing deposit to reserve their space.

Accepted Transfer Students

After transfer students are accepted, the transcript evaluator evaluates their transcripts for transfer credit. Then the students meet with their academic advisors to plan their course schedules.

Make Copies!

It is very important to make copies of all parts of your personal application for your records. Mail the originals to: Admissions Office • Avila College • 11901 Wornall Road • Kansas City, MO 64145-1698.

If you have questions, contact the:

Avila Office of Admissions • Avila College • 11901 Wornall Road • Kansas City, MO 64145-1698
e-mail Admissions@mail.Avila.edu. Or call 1-800-GO-AVILA; Fax (816) 942-3362.



11901 Wornall Road
Kansas City MO 64145-1698
Telephone: 1-800-GO-AVILA
Fax: (816) 942-3362
Email: Admissions@mail.Avila.edu

APPLICATION FOR UNDERGRADUATE ADMISSION

A. PERSONAL

(All applicants)

Name _____
(LAST) (FIRST) (MIDDLE) (INFORMAL) (FORMER/ MAIDEN)

____ Male ____ Female Social Security Number _____ - - Date of birth _____

Permanent address _____
(STREET) (APT. #)

(CITY) (STATE) (ZIP) (COUNTRY)

Permanent Telephone () _____ Business Telephone () _____ Ext. _____ Fax () _____

Temporary address _____ Telephone () _____
(STREET) (APT. #)

(CITY) (STATE) (ZIP) (COUNTRY)

City and state of birth _____ Country of birth _____

International student ____ yes ____ no Country of citizenship _____ Permanent resident # _____

Parent/ guardian/ spouse name _____ Telephone () _____

Address _____
(STREET) (APT. #)

(CITY) (STATE) (ZIP) (COUNTRY)

B. EDUCATIONAL PLANS (All applicants)

Term you wish to enter Avila: ☐ Fall ☐ Spring ☐ Summer Year: 19 _____ Undergraduate Standing: ☐ Freshman ☐ Transfer ☐ Certification
Do you plan to enroll as? ____ Full-time ____ Part-time (International students must be full-time students.)

Majors and programs - please check one:

Majors:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Communication <input type="checkbox"/> Corporate Communication <input type="checkbox"/> Media Production	<input type="checkbox"/> Medical Technology <input type="checkbox"/> Middle School Education	<input type="checkbox"/> Political Science <input type="checkbox"/> Prelaw <input type="checkbox"/> Public Administration	<input type="checkbox"/> Sociology <input type="checkbox"/> Social Gerontology
<input type="checkbox"/> Art <input type="checkbox"/> Graphic Design <input type="checkbox"/> Art Therapy	<input type="checkbox"/> Computer Science/Mathematics <input type="checkbox"/> English	<input type="checkbox"/> Music <input type="checkbox"/> Piano <input type="checkbox"/> Voice	<input type="checkbox"/> Premedicine <input type="checkbox"/> Psychology	<input type="checkbox"/> Special Education <input type="checkbox"/> Cross Categorical
<input type="checkbox"/> Biology	<input type="checkbox"/> Elementary Education	<input type="checkbox"/> Natural Science <input type="checkbox"/> Clinical Laboratory <input type="checkbox"/> Unified Science: Biology <input type="checkbox"/> Unified Science: Chemistry	<input type="checkbox"/> Radiologic Technology	<input type="checkbox"/> Theater (B.F.A.) <input type="checkbox"/> Acting <input type="checkbox"/> Directing / Producing <input type="checkbox"/> Technical / Design
<input type="checkbox"/> Business <input type="checkbox"/> Business Administration <input type="checkbox"/> Finance <input type="checkbox"/> General Management <input type="checkbox"/> Information Science <input type="checkbox"/> International Business <input type="checkbox"/> Marketing	<input type="checkbox"/> General Studies <input type="checkbox"/> Humanities <input type="checkbox"/> Social/ Behavioral Sciences <input type="checkbox"/> History	<input type="checkbox"/> Nursing <input type="checkbox"/> Nursing (Current RN)	<input type="checkbox"/> Secondary Education (please also mark the major you plan to teach)	<input type="checkbox"/> Theater (B.A.) <input type="checkbox"/> Theology
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Paralegal Studies	<input type="checkbox"/> Social Work	<input type="checkbox"/> Undeclared

Certification Programs: (Teacher Certification is a post-bachelor program.)

☐ Paralegal Studies

☐ Teacher Certification: ☐ Elementary Education ☐ Middle School Education ☐ Secondary Education (must be in conjunction with a major content area)
☐ Special Education _____ Content Area

Do you intend to apply for financial aid? ____ yes ____ no

Do you wish to reside on campus? (All unmarried full-time freshmen and sophomores under the age of 21 must live on campus, unless living with immediate family.) ____ yes ____ no

Are you interested in playing a varsity sport?

Men's: ____ Baseball ____ Basketball ____ Soccer
Women's: ____ Basketball ____ Soccer ____ Softball ____ Volleyball

Would you like to be involved in any of these extracurricular activities?

____ Academic Clubs ____ Activities Board ____ Campus Ministry
____ Choir ____ Greek Life ____ Intramural Sports
____ Spirit Squad ____ Student Ambassadors ____ Student Government
____ Student Publications ____ Volunteer Opportunities ____ Other

C. EDUCATIONAL PREPARATION

(All applicants)

SECONDARY SCHOOL INFORMATION *(All Applicants Complete)*

All applicants must have official transcripts sent directly to Avila College from all schools and universities attended. Transcripts must be in English. Please attach notarized English translations when needed.

Name of High School	Location	Dates Attended	Graduation Date
_____	_____	_____	_____
_____	_____	_____	_____

Date will/did take the ACT / SAT _____ ACT Composite Score _____ SAT V Score _____ SAT M Score _____

COLLEGE INFORMATION

Please list all colleges and universities previously attended, with the most recent first.

Full Name of College/University	City, State	Dates Attended	Hours Earned/Degrees Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. ADDITIONAL INFORMATION

(All applicants)

Who or what prompted your interest in Avila? _____

Name any relatives who have attended or are now attending Avila: _____

To what other colleges or universities are you applying? _____

Religion (optional): _____

Ethnic Background (optional -- for U.S. citizens and resident aliens only):

<input type="checkbox"/> African-American	<input type="checkbox"/> Alaskan/Pacific Islander	<input type="checkbox"/> Asian-American	<input type="checkbox"/> Caucasian
<input type="checkbox"/> Hispanic-American	<input type="checkbox"/> Native American	<input type="checkbox"/> Other _____	

E. FOR INTERNATIONAL STUDENTS ONLY

(All international applicants must complete)

Is English your native language? ☐ yes ☐ no
(If no, you must submit results from the Test of English as a Foreign Language (TOEFL) before your file can be reviewed.)

Have you taken the TOEFL exam? ☐ yes (score: _____) ☐ no (anticipated test date: _____)

Do you now have a visa? ☐ no ☐ yes (visa type and expiration date: _____)

Avila College requires that verification of available funding be officially documented from current year.

Please forward: 1) A bank statement (certification of deposit) and / or
2) A letter from the sponsoring individual(s) attesting to financial support for education.

Are you interested in studying English in the ESL program at Avila College before you begin work on your major? ☐ yes ☐ no

F. CHECK LIST

(All applicants)

- ☐ Completed application for admission
- ☐ All official transcripts have been requested. (All applicants must have official transcripts sent directly to Avila College.)
- ☐ ACT/ SAT test scores (only freshmen out of school less than one year -- not for International students)
- ☐ TOEFL score report (International students only)
- ☐ Financial support documents (International students only)

I hereby certify that all information given in this application is complete and accurate to the best of my knowledge. I understand that intentional omission or falsification of requested information can lead to disqualification or dismissal.

APPLICANT'S SIGNATURE

DATE

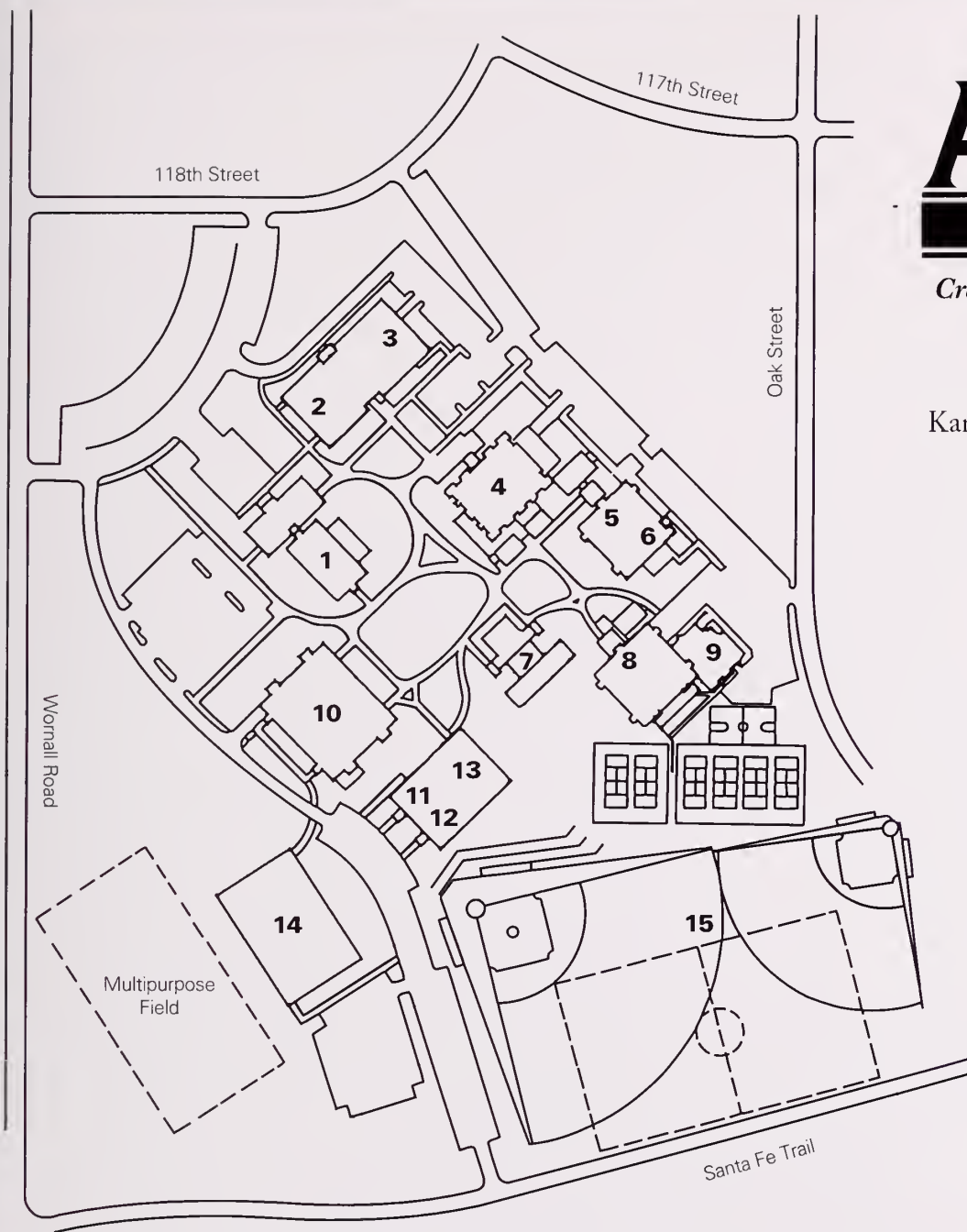
Nondiscrimination Policy

Avila College does not discriminate on the basis of sex, race, religion, age, color, disability, sexual orientation or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other college-administered programs. Inquiries may be directed to the Affirmative Action Coordinator, Avila College.



Creating Pathways to Success
•Since 1916•

1191 Wornall Road
Kansas City, MO 64145-1698
(816) 942-8400



1. Admissions, Business Office, Financial Aid, Registrar, Student Resource Center, Administration – *Blasco Hall*
2. Nursing, Classrooms – *Borserine Center*
3. Theater, Music – *Goppert Theater*
4. Student Affairs, Dining Hall, Food Service, Bookstore, ATM, Student Union – *Marian Center*
5. Residence Center – *Carondelet Hall*
6. Education, Psychology, Classrooms – *Hodes Education Center*
7. Chapel, Sisters' Residence – *Foyle Hall*
8. Residence Center – *Ridgway Hall*
9. Art Center, Photography, The Talon Office, Classrooms, Communications, TV Studio – *Dallavis Center*
10. Science labs, Classrooms, Computer Labs – *O'Rielly Hall*
11. MBA Office, Avila Advantage, Classrooms,

- Business Department – *Whitfield Center*
12. Thornhill Art Gallery – *Whitfield Center*
13. Library, MOHELA Lab, Student Computer Labs – *Hooley-Bundschu Library*
14. Athletics – *Mabee Fieldhouse*
15. Soccer, Baseball, Softball Fields – *Thomas R. Zarda Family Athletic Complex*

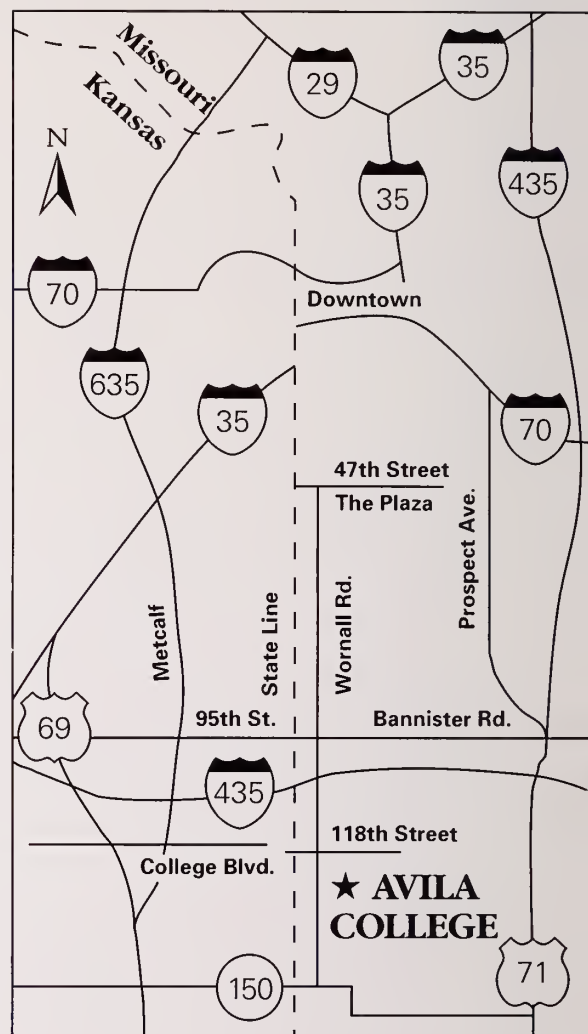
Classroom Abbreviations

ORI = O'Rielly Hall
WHI = Whitfield Center
HOD = Hodes Education Center
DAL = Dallavis Center
BOR = Borserine Center

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